

**DEFENSE REFORM INITIATIVE DIRECTIVE #20**  
**(REVIEW OF INHERENTLY GOVERNMENTAL FUNCTIONS)**

**IMPLEMENTATION PACKAGE**

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## OVERVIEW OF PROCESS

**BACKGROUND:** AF prepares an inventory of its commercial activities (CA) each year and submits this inventory to OSD for submission to Congress. The inventory is a listing of all CA manpower authorizations, grouped by function, and coded with the compelling reason for in-house operation (known as reason codes). Congress (10 USC 2461), OMB and DoD require this inventory. AF procedures for preparing the inventory are well established in the Manpower and Quality community. The AF CA Inventory is reported via the Manpower Data System and extracted via the Unit Manpower Document (UMD) by command manpower and quality offices. Defense Reform Initiative Directive (DRID) #20 changes how we will conduct the FY98 and future Inventories by including inherently governmental activities and AF Reserve/Air National Guard activities. DoD function codes were added to include functions not previously included in Inventories and Force Mix Criteria was developed to replace/expand on our previous reason codes

**GUIDANCE:** Commands should use the following process to complete DRID #20. (NOTE: The term “commands” in this OVERVIEW OF PROCESS document applies to all MAJCOMs, FOAs, and DRUs; however, specific directions in the templates may apply to either a MAJCOM, FOA or DRU and will be noted as such.)

**Step 1:** Read the **DoD Instructions for Applying DoD Manpower Mix Criteria (Reason Codes)**. By reading this information first, commands will become familiar with the various criteria required for each of the force mix codes.

**Step 2:** Read the **Air Force Overarching Guidance For Coding Inherently Governmental And Commercial Activities**, This information incorporates as much overarching, cross-functional guidance as possible to ensure consistency across Air Force functions and commands.

**Step 3:** Read the specific **Air Force Functional Area Manager (FAM) Guidance**. Areas not covered by the Air Force Overarching Guidance are addressed from a functional perspective in these attachments.

**Step 4:** Code Data Base. To ensure consistent Air Force coding of the Air Force Inventory, it is essential that you comply with the Air Force Overarching Guidance and the Specific HQ USAF Functional Guidance when coding your Command Inventory. The OSD Force Mix Criteria should be used only as indicated in the Guidance and when needed for clarification. Any deviations require HQ USAF/XPMR and HQ USAF functional coordination because we must be able to defend our decisions to OSD. It is essential that the order of precedence (A-R) be followed (unless otherwise stated in this Air Force Overarching Guidance or HQ USAF Functional Guidance). This ensures positions are coded with the highest force mix code possible.

**IMPORTANT:** Only the database interface provided by AFCQMI can be used to complete the coding process.

The uses of the other sections of this package are summarized below:

- **Air Force War and Mobilization (WMP) Force Listing:** Captures mobility taskings in the current AF WMP 3 Parts 1 and 2. Commands will refer to this listing when coding “A1”.
- **Overseas Rotation Data by AFSC:** Commands will use this distribution of the rotation requirements when coding “E”.
- **Career Field Sustainment Data by AFSC:** Commands will use this distribution of the sustainment requirements when coding “F”.
- **March 1998 Unit Authorization File (UAF) Data by MAJCOM:** This is the baseline for this coding effort. Together with the interface developed by AFCQMI, it will be the singular database for recording all coding efforts.
- **Hardline and Softline Program Element Codes:** Both hardline and softline codes are provided to facilitate coding of “A2”. If there was a PEC a command thought should be in the hardline but isn’t listed, they can check the softline list to ensure it is captured somewhere. The list was provided by AF/XPMR.
- **Select UAF Code Definition Tables:** These tables are provided to explain some of the codes contained in the UAF database in case commands don’t have a current listing of the definitions.
- **Air Staff Points of Contact:** If commands have a question in a particular functional area, please call this POC first before calling Maj Baker at AF/XPMR. If the question is more general in nature, feel free to contact Maj Baker (DSN 223-4153), bakera@af.pentagon.mil.
- **AFSC to FAM Relationship:** Shows which AF/FAMs are responsible for which AFSCs.
- **DoD Function Codes:** This listing is provided for information only.
- **AF FAC to DOD FAC Relational List:** This list is provided for information only. Commands do not need to review this list. The AF FAMs created this relationship that drove coding of the DOD FACs in the database. If you have questions regarding the relational list, please contact the appropriate AF/FAM.
- **Quick Reference Tutorial Guide:** For information only. Commands do not need to review this section. DO NOT use this guide to complete the coding effort. Use the DOD and AF Overarching guidance referenced above. This section is provided to give you some perspective on DOD’s direction.

## **DOD INSTRUCTIONS FOR APPLYING DOD MANPOWER MIX CRITERIA (REASON CODES)**

### **1. General.**

1.1. The following manpower mix criteria and data codes are to be used by the DoD Components to identify what DoD military and civilian manpower in the programmed force structure are:

1.1.1. Core (to include manpower performing inherently governmental, military essential and civilian essential functions) and not subject to private sector performance;

1.1.2. Non-core and restricted from cost comparison or direct conversion (such as fire fighters and Security Guards) to private sector performance; and,

1.1.3. Non-core and subject to cost comparison or direct conversion to private sector performance.

1.2. Manpower mix criteria are listed in descending order of precedence. Where two (or more) criteria apply to a manpower requirement, the criterion highest on the list shall take precedence. (A diagram depicting a decision matrix for applying the Manpower Mix Criteria and order of precedence. for coding billets is at Enclosure 2). Identify each military and civilian billet individually.

1.3. DoD Component program and force management officials shall review the manpower designations and re-designate manpower, as necessary, to ensure there is a sufficient workforce base to support:

1.3.1. Mobilization based on the criteria for “Military Combat Augmentation” (code B) and “Civilian Security or Operational Risk” (code I); and,

1.3.2. Peacetime overseas and sea-to-shore rotation of military personnel and military career progression; and, for compliance with legislatively mandated manpower floors, based on the criteria for “Military Rotation” (code E), “Military Career Progression” (code F), and “Legislatively Mandated Floors” (code K), respectively.

### **2. Manpower Mix Criteria.**

2.1. DoD Components shall designate core “military essential” manpower requirements based on the following criteria and data codes:

2.1.1. Military Combat (code A). DoD Components shall designate all military manpower requirements in operating forces that deploy to theaters or areas of operations where there is a high likelihood of exposure to hostile fire with Code A. Military manpower

requirements that support contingency operations in units that do not deploy but, due to the nature of their military mission, are subject to military attack may also utilize code A. A key element is whether the personnel must be trained and ready to use combat skills or training and (except for Chaplains and medical personnel) use deadly force.

2.1.1.1. This includes military manpower in combat units that will be engaged in, or provide direct support for, military combat operations. Units that provide service support under combat conditions may be considered for this category, but only where military combat exposure (direct fire) is expected or where use of civilians or contractors is considered an unacceptable risk. (Risk assessment procedures are at Enclosure 1).

2.1.1.2. The manpower under this criterion is considered “military essential” because military combat training and experience is necessary for the successful performance of the work and, except in emergency situations, the use of noncombatant contract and DoD civilian personnel is deemed an unreasonable risk. This may include entire units (such as Army Modified Tables of Organization and Equipment units) or individual manpower within units, as well as Unit Type Code (UTC) tasked manpower in the Air Force.

2.1.1.3. During peacetime, not all of the “Military Combat” manpower requirements are programmed. DoD Components program manpower to maintain the military forces and essential support elements sufficiently ready during peacetime so that units can be brought to the appropriate mission readiness status within the period of time allowed to meet the most demanding requirements on an approved time phased force deployment list (TPFDL). DoD Components ensure that units can meet their mission readiness status within the required time frame by maintaining a sufficient number of military personnel in the infrastructure for each occupational and skill level needed for a complete and immediate mobilization consistent with the guidance in DoD Directive 1100.18 (reference a). This source of military manpower is referred to as “Military Combat Augmentation” manpower. Assignment of military personnel to positions in the infrastructure during peacetime allows for the cost effective cross-utilization of military personnel.

2.1.2. Military Combat Augmentation (code B). DoD Components shall designate military manpower in the infrastructure that do not otherwise require military incumbents with code B when they are needed to ensure there is an adequate inventory of military personnel for each occupation and skill level necessary to satisfy projected mobilization or wartime manpower demands that cannot be met with personnel designated “Code A” or with personnel acquired after mobilization.

2.1.2.1. This includes military personnel who are required for a mobilization, military contingency, or other emergency requirement, but are assigned to positions in the infrastructure during peacetime to provide for their cost-effective utilization and training. (For example, utilizing doctors and nurses in military hospitals in the infrastructure during peacetime is more cost effective and appropriate than assigning them to Mobile Army Surgical Hospital (MASH) units in the field).

2.1.2.2. In all cases, the incumbents must be qualified to perform the duties and tasks required by the designated position, and the duties and responsibilities must provide the military with the experience and training necessary to upgrade or remain proficient in primary or secondary military occupational specialties. Such designations shall conform to the readiness requirements and training needs of the DoD Component, and not exceed the number required to augment units in the operating forces during a mobilization or other emergency situation.

2.1.2.3. Decisions concerning the number of manpower included under this criterion are made by occupational specialty and centrally managed at the DoD Component headquarters or Major Command level by responsible program and force management officials. Since a mobilization may involve the expansion of the military forces beyond the (approved) programmed force structure, DoD Components must consider all of the wartime manpower requirements and the entire wartime manpower demand before making final decisions about this manpower. DoD Components shall use a formal, validated process for determining mobilization manpower requirements and wartime manpower demands, as specified in DoD Directive 1100.18, reference (a), and for validating the manpower under this criterion. The manpower shall be revalidated as changes are made to the wartime contingency plans and readiness requirements in the Defense Planning Guidance (DPG) and the availability of reserve and military retiree assets.

2.1.2.4. The manpower under this criterion is considered “military essential” because the personnel from these positions are used to support peacetime deployment of military forces, achieve full military manning of operating units upon mobilization, and provide casualty replacements and wartime rotation for military personnel either immediately or relatively soon after commencement of sustained operations.

2.1.3. Military Unique Knowledge & Skills (code C). DoD Components shall designate military manpower that require knowledge and skills acquired primarily through military training and current military experience for the successful performance of the prescribed duties with code C.

2.1.3.1. This manpower is considered “military essential” because the required military experience must be of a first-hand nature acquired through the command of military forces or by participating in or conducting military operations, tactics, or systems operations and must be more substantial than familiarity with military administration procedures or similar capabilities reasonably attained by civilian employees or possessed by retired military.

2.1.3.2. This includes manpower for:

2.1.3.2.1. Military officials who are directly and ultimately responsible for the accomplishment of assigned missions and functions; exercise authority (direction and control) over military forces, programs, property (physical assets and information), funds, and personnel; and make decisions and set policy on behalf of the government. This includes positions such as the Chairman of the JCS; Service Chiefs of Staff; Judge Advocate Generals; Commanders in Chief of the unified commands; Commanding officers of garrisons, forts, bases, and stations who exercise command or military authority over military subordinates or subordinate commands;

Superintendents of military Academies; Commandants of Cadets; and Commanders of Service Commands.

2.1.3.2.2. A minimum number of military planners and program officers in line and staff organizations that are necessary to ensure that government officials maintain management authority and thorough control over government operations. This manpower assists with the planning, advice, and policy formulation for matters that are military in nature; the authoritative direction over all aspects of military operations, Joint training, and logistics; strategic planning and direction of the military forces; contingency planning; intelligence; development of military doctrine and tactics; determining weapon system operational requirements; and other activities where current, first hand military experience, knowledge, and judgment are required.

2.1.3.2.3. Military judges, legal officers, or judge advocates, where knowledge and experience must be acquired through special studies, prosecutions, or adjudicatory procedures under the Uniform Code of Military Justice (UCMJ).

2.1.3.2.4. A minimum number of military project officers in program development agencies, testing facilities, aircraft plants, shipyards, or other armament production centers where actual “hands on” military experience is needed for product acceptance determinations or where military training, judgment, and recent experience are used to ensure that a program is directed toward proper military requirements and applications.

2.1.3.2.5. Military instructors in units conducting essential military training based on their own previous training and practical experience. For example, this would include requirements for drill sergeants, instructors in fleet training centers and schools, or instructors providing tactical aviation or field training.

2.1.3.2.6. Military manpower in activities outside the DoD (such as the White House, United Nations, and Department of Commerce) when the duties require military unique knowledge and skills.

2.1.4. Military Image and Esprit de Corps (code D). DoD Components shall designate a limited number of military manpower in the infrastructure with code D when they are traditionally or customarily used to provide a military “esprit de corps” or to promote public affairs purposes. This includes manpower for military bands, Honor Guards, recruiters, military contingents or guard detachments primarily at overseas locations where military personnel are traditionally assigned to project a military presence or image, and teams that demonstrate military expertise to the public.

2.1.4.1. This manpower is considered “military essential” because only military personnel can project a military presence or image, or demonstrate military expertise.

2.1.4.2. Under the manpower mix order of precedence, coding for the “Military Combat Augmentation” criterion takes precedence over coding for “Military Image or Esprit de Corps.” Therefore, manpower requirements that are created to support “esprit de corps” during

peacetime, but are eliminated during a mobilization so that the military incumbents can be used to augment the military forces (as is the case with the Thunderbirds, Blue Angels, and Black Knights), shall be coded as “Military Combat Augmentation” manpower. Only manpower that is used solely to provide a military “esprit de corps” or to promote public relations during peacetime and wartime are included under this criterion.

2.1.5. Military Rotation (code E). DoD Components shall designate manpower in the infrastructure that would not otherwise require military incumbents with code E to provide a rotation base for overseas or sea-to-shore assignments when the number of military coded A through D are not sufficient to satisfy peacetime rotation requirements.

2.1.5.1. This manpower is considered “military essential” because it is needed to maintain military tour lengths and military personnel turnover at appropriate levels and, by so doing, keeps peacetime recruitment and training costs to a minimum.

2.1.5.2. Decisions concerning the number of manpower coded under this criterion are centrally managed at the DoD Component headquarters or Major Command level by responsible program and force management officials. This manpower shall be justified by occupational specialty; based on established assignment, rotation, and career development policies; and consider TEMPO goals, personnel turnover, and permanent change of station (PCS) turbulence. Maximum stability of personnel assignment and minimum rotation or turnover will be maintained to the extent consistent with requirements of training, readiness, and morale pursuant to DoD Directive 1100.4, reference (b). Policies governing military assignments, overseas and sea-to-shore tour lengths, and rotation practices are addressed in DoD Directive 1315.7, reference (c).

2.1.5.3. DoD Components shall ensure that decisions about the number of manpower needed to support overseas and sea-to-shore rotation, are made in conjunction with decisions about the manpower needed to support “Military Career Progression” (code F) and “Legislatively Mandated Floors” (code K).

2.1.6. Military Career Progression (code F). DoD Components shall designate manpower in the infrastructure that do not otherwise require military incumbents with code F to provide career paths for military personnel when the number of military coded A through E are not sufficient to satisfy peacetime military career progression requirements.

2.1.6.1. DoD Components shall designate manpower requirements for military career progression only after considering other options for managing career fields (such as restructuring grade requirements and providing additional training). When considering key management positions in support activities, DoD Components shall ensure that decisions to designate manpower for military career progression are managed so as to maintain reasonable opportunities for the development of both military and civilian personnel pursuant to DoD Directive 1100.9, reference (d).

2.1.6.2. Decisions as to the number of manpower coded under this criterion are made by occupational specialty and centrally managed at the DoD Component headquarters or Major

Command level by responsible program and force management officials. Final decisions about the number of manpower requirements necessary to support career progression must be made in conjunction with decisions about the manpower needed to support “Military Rotation” (code E) and “Legislatively Mandated Floors” (code K).

2.1.6.3. This manpower is considered “military essential” because the assignments provide leadership experience necessary to produce competent military leaders and the day-to-day work assignments necessary to develop military skills.

2.2. DoD Components shall designate core “civilian essential” manpower requirements based on the following criteria:

2.2.1. Civilian Authority and Direction (code G). This criterion is used to identify DoD manpower requirements that are necessary to exercise civilian management authority (direction and final decision making) over government policy, programs, property (physical assets and information), funds and treasury accounts, or employees. The incumbents of these positions make decisions on behalf of the government and are directly and ultimately accountable for the accomplishment of assigned missions and functions.

2.2.1.1. This category includes all civilians that have the authority to obligate federal funds or to commit the government, through other decision making, to some course of action. This category also includes civilians that approve strategic plans, program objectives, functional requirements, and performance criteria; policies, directives, and regulations in assigned missions and functions; the allocation of resources (funding and manpower), the obligation and disbursement of funds, contract terminations; and the collection of public funds; acquisitions, use, and disposition of government property (real or personal, tangible or intangible); Freedom of Information Act requests and responses; Federal licensing actions (except vehicle or support equipment) and inspections; and government positions, testimony, and responses to Congress and audit organizations.

2.2.1.2. The examples listed above coincide with functions in Appendix A of OFPP Policy Letter 92-1, reference (e).

2.2.1.3. Examples of positions that fall under this criterion include Secretaries of Military Departments and Directors of Defense Agencies and DoD Field Activities; Under, Assistant, and Deputy Secretaries of Defense and the Military Departments; program and project managers; contracting officers; and DoD directors over line operations or principal staff elements.

2.2.1.4. This criterion excludes civilians that provide first line supervision over federal employees performing functions that are, otherwise, subject to private sector competition and performance. In addition, employee utilization of government credit cards for the purchase of office supplies or temporary duty travel does not meet the funds obligational criteria specified above.

2.2.2. Civilian Expertise and Control (code H). This criterion is used to identify a minimum number of DoD manpower requirements that are required to ensure that civilian decision making officials (accounted for under criterion G above) maintain sufficient levels of oversight, control, and accountability over government operations and federally funded projects and tasks. The incumbents in these positions provide corporate knowledge and technical expertise necessary to ensure that government and public interests are advanced and that government contractual obligations are fully satisfied by playing an active and informed role in areas such as contract administration and evaluation. This includes civilians in staff and line functions that require current technical knowledge and on-the-job training and work experience necessary to effectively influence government decision-making and progress into positions of authority and direction (code G, above).

2.2.2.1. Examples include civilians that:

2.2.2.1.1. Interpret and/or execute federal laws and develop associated policy and regulatory guidance in assigned functional areas—e.g., resource management, procurement/contracting, personnel administration, etc.;

2.2.2.1.2. Render value judgments, develop recommendations, and establish management criteria and objectives on behalf of the government—e.g., legal opinions, program priorities, budget requests, performance evaluation, contract awards, quality assurance, personnel selection and appraisal, security clearances, etc.;

2.2.2.1.3. Develop government positions, testimony, legislation, and responses to the Congress, audit agencies, public and private sector inquiries, etc.; (because of the appearance of private influence with respect to documents that are prepared for the Congress or reflect government position pursuant to OFPP Policy Letter 92-1, reference (e));

2.2.2.1.4. Perform duties that require official government representation—e.g., prosecution and adjudicatory functions, conduct of criminal investigations and administrative hearings, federal license certifications, foreign government relations, employee labor relations, legislative activities, public affairs, financial collection activities; and

2.2.2.1.5. Are in formal personnel management programs designed to provide progression into civilian positions that require government corporate knowledge and technical expertise.

2.2.2.2. The manpower under this category perform functions listed in Appendix B of OFPP Policy Letter 92-1, reference (e), and represent the minimum number necessary for government control.

2.2.2.3. Identification and validation of civilian requirements under this criterion are based upon a manpower requirements study or assessment of what functions and duties must be performed by government employees and other conditions that must exist in order to maintain sufficient government expertise and oversight. Manpower guidance governing this criterion will

vary by function based upon its nature, complexity, magnitude of contract reliance, organizational level, geographic dispersion, and other factors (including access to ultimate decision maker). Every effort must be made to avoid situations where government decision making in a functional area is weighted in favor of, or limited to, options presented by the private sector interests.

2.2.3. Civilian National Security or Operational Risk (code I). This criterion is used to identify DoD civilian manpower requirements (not included under codes G and H, above) that are required to perform highly sensitive national security, intelligence or investigative work and to ensure a ready and government controlled source of technical competence in operations necessary to the effectiveness of military combat and other more specialized operations.

2.2.3.1. Examples include:

2.2.3.1.1. Civilians that are designated emergency-essential, who forward deploy with military troops in noncombatant roles, to perform duties critical to combat missions, provide continuity of essential functions, or ensure the availability of combat-essential systems subsequent to an evacuation of noncombatants in a crisis situation pursuant to DoD Directive 1404.10, reference (f);

2.2.3.1.2. Civilians that are required to ensure a ready and government-controlled source of technical expertise or operational capability that is essential for the effective and timely response to, and sustainment of, a mobilization or other emergency requirement such as dual status civilian (military) technicians and civilians required for critical core logistics, or where there is concern that contractor performance will not continue during crisis.

2.2.3.1.3. Civilians that maintain and operate Signals Intelligence (SIGINT), Telecommunications, Computer Security (COMPUSEC), and Communications Security (COMSEC) equipment;

2.2.3.1.4. Civilians that provide highly specialized expertise and technical competence in areas necessary to ensure government controlled sources of capability exist in critical areas such as direct patient care in DoD hospitals; medical specialties for combat-related disease and illness; research and development work that is of a theoretical or experimental nature conducted in direct support of military medical, biological, or scientific interests, or for development of critical defense technologies or force modernization; and other unique or valuable workforce skills that should be maintained by the Defense Department in the national interest; or,

2.2.3.1.5. Civilians in formal personnel management programs designed to provide progression into civilian positions that are justified based on national security or operational risk.

2.2.3.2 Identification and validation of civilian requirements under this criterion shall be based upon documented risk assessments of what functions and levels of contractor reliance are appropriate without compromising national security or operational effectiveness. (Procedures for determining unreasonable risk are at Enclosure 1).

2.3. All other manpower requirements are non-core. DoD Components shall designate non-core manpower requirements as restricted from cost comparison or direct conversion to the private sector based on the following criteria:

2.3.1. Executive Order, Law, Treaty and International Agreement (code J).

DoD Components shall designate non-core manpower with code J when they are needed to satisfy a specific provision of law, Executive Order, treaty, or International Agreement, but the work could be considered for private sector performance.

2.3.1.1. Examples include manpower for:

2.3.1.1.1. Civilian firefighters and security guards at DoD military installations and facilities pursuant to section 2465 of Title 10, reference (g), performing work that the DoD Component determines could be considered for private sector performance;

2.3.1.1.2. Activities in connection with the operation and maintenance of hydroelectric power generating facilities at Corps of Engineers water resources projects covered by section 2321 of Title 33, reference (j), that the Army determines are severable and could be considered for private sector performance.

2.3.1.2. This manpower is considered non-core because the work is commercial in nature and does not qualify as either “military essential” or “civilian essential.” This manpower is coded J to indicate that the only reason it is restricted from cost comparison or direct conversion to private sector performance is due to a law, Executive Order, treaty, or International Agreement.

2.3.1.3. This criterion does not include military or civilian manpower required to meet a legislatively mandated floor.

2.3.2. Legislatively Mandated Floors (code K) DoD Components shall designate non-core military and civilian manpower with code K when manpower, in addition to those coded A through J, are needed to meet a legislatively mandated manpower floor.

2.3.2.1. This includes:

2.3.2.1.1. Non-core civilian manpower performing depot maintenance work that are required in addition to what is needed to provide the core readiness capability (identified under criterion I, above) to comply with section 2466 of Title 10, reference (g), or other law;

2.3.2.1.2. Civilian manpower for dual status military technicians that are required in addition to those needed to meet inherently governmental requirements (under criteria G and H, above) and mobilization objectives (under criterion I, above) to achieve a legislatively mandated floor; and

2.3.2.1.3. Military manpower that are required (in addition to the military manpower coded A through J) to achieve a legislatively mandated military floor.

2.3.2.2. Decisions concerning what manpower should be coded K to comply with a DoD Component-specific floor are centrally managed at the DoD Component headquarters or Major Command level by responsible program and force management officials. When addressing military manpower floors, DoD Components shall consider all of their military manpower and ensure that decisions about military floors are made in conjunction with decisions about what manpower is needed to support “Military Rotation” (code E) and “Military Career Progression” (code F). DoD Components should also take into account what military manpower coded L through R could eventually be converted to civilian or private sector performance.

2.3.2.3. This manpower is considered non-core because the work is commercial in nature and does not qualify as “military essential” or “civilian essential.” This manpower is coded K to indicate that the only reason it is restricted from cost comparison or direct conversion to private sector performance is because of a legislatively mandated floor.

2.3.3. DoD Management Determination (code L). DoD Components shall designate non-core military and civilian manpower with code L when:

2.3.3.1. The non-core manpower requirements have been exempted from cost comparison or direct conversion to private sector performance by a DoD official that exercises management authority over a functional area.

2.3.3.1.1. This authority is vested in Secretaries of Military Departments; Directors of Defense Agencies and DoD Field Activities; Under and Assistant Secretaries of Defense and the Military Departments; Chairman of the JCS; and the Combatant Commanders. This authority shall not be delegated below the Assistant Secretary or equivalent level.

2.3.3.1.2. This manpower is restricted from private sector performance solely on the basis of a DoD official’s decision for reasons not covered under the criteria coded A through K above.

2.3.3.1.3. This includes non-core civilian manpower that has been exempted from cost comparison or direct conversion to private sector performance by a DoD official because the organization under review includes military manpower (e.g., manpower coded B, E, or F) and the work performed by the civilians is not severable.

2.3.3.2. The DoD Component’s contracting officer (or, other appropriate official) can demonstrate (pursuant to DoD Instruction 4100.33, reference (k)) that, when reviewing contract sources:

2.3.3.2.1. Contract service quality or prices were unreasonable;

2.3.3.2.2. No satisfactory commercial source was capable of providing the services based on market research or lack of a response to Commerce Business Daily announcements; or,

2.3.3.2.3. The use of such a commercial source would cause an unacceptable delay or disruption of an essential program.

2.3.3.2.4. This criterion should include military manpower only when: (1) the work requires unusual working conditions that are not compatible with civilian employment and that cannot be made a “condition of employment” for recruitment of civilians; (2) the work is at locations where skilled civilians are not available; or, (3) civilians cannot be hired and cost effectively trained to perform the work.

2.3.3.3. This manpower is considered non-core because the work is commercial in nature and does not qualify as either “military essential” or “civilian essential.” This manpower is coded L to indicate that it has been restricted from, but should be periodically reconsidered for private sector performance based on the availability of an acceptable commercial source.

2.4. DoD Components shall designate all other non-core manpower requirements as subject to cost comparison or direct conversion to private sector performance based on the following criteria and data codes. (These criteria were developed to reflect the Department’s progress in the conduct of cost comparisons and direct conversions to private sector performance under the Commercial Activities (CA) Program pursuant to DoD Instruction 4100.33, reference (k)).

2.4.1. Based on Cost Comparison (code M). DoD Components shall designate non-core manpower with code M when a contracting officer has determined within the last 5 years that DoD civilians (or, in certain situations, DoD military) perform the work in a more cost effective fashion (based on the results of a cost comparison study) or provide required levels of service at fair and reasonable prices (based on the results of a Commander’s review).

2.4.1.1. DoD Components shall periodically review the work to determine if better value may be obtained through another source (contract with the private sector, or through an intragovernmental, interservice or interagency support agreement). In such situations, the DoD Component shall conduct a cost comparison study or directly convert to another source, as appropriate, to obtain best value for the DoD following the guidance in DoD Instruction 4100.33, reference (k), and DoD Instruction 4000.19, reference (l).

2.4.1.2. This criterion should include military manpower only when: (1) the work requires unusual working conditions that are not compatible with civilian employment and that cannot be made a “condition of employment” for recruitment of civilians; (2) the work is at locations where skilled civilians are not available; or, (3) civilians cannot be hired and cost effectively trained to perform the work. In such situations, the cost comparison shall include the costs of the military manpower according to the guidance in DoD Instruction 4100.33, reference (k).

2.4.2. Pending Contract Award (code N). DoD Components shall designate non-core civilian or military manpower that is in the process of being converted to contract support based on the results of a cost comparison study or Commander's review with code N.

2.4.3. Pending Cost Comparison Results (code O). DoD Components shall designate all non-core DoD military or civilian manpower performing work that is pending the results of an active cost comparison study or Commander's review with code O.

2.4.4. Pending Restructuring Decision (code P). DoD Components shall designate all non-core DoD military or civilian manpower performing work in a function that has been deferred from a cost comparison study or direct conversion to contract performance, pending the results of a force restructuring decision with code P. (Restructuring initiatives include official requests for approval of base closure, realignment, or consolidation actions).

2.4.5. Based on Terminated Cost Comparison (code Q). DoD Components shall designate non-core DoD military or civilian manpower performing work in a function where a cost comparison study was initiated but exceeded legislatively-prescribed time completion constraints and was, subsequently, terminated with code Q. (This code cannot be used in two consecutive years.)

2.4.6. Subject to Review (code R). DoD Components shall designate non-core DoD military or civilian manpower performing work that is commercial in nature and has not yet been subject to a cost comparison study or direct conversion to contract review with code R.

Appendixes:

1. Guidance for Risk Assessments
2. Diagram depicting Manpower Mix Criteria and order of precedence for coding billets
3. References

## **GUIDANCE FOR RISK ASSESSMENTS**

1. When assessing workload requirements to support a crisis situation or mobilization, DoD Components must give full consideration to the appropriate use of DoD civilians and contract support. Because DoD civilian and contract personnel may not be cross-utilized as combatants, their use must be limited to situations where their noncombatant status and lack of combat training does not impair the combat capability of the unit. Generally, the use of DoD civilians and contract labor in operating locations where there is probable exposure to hostile fire is made on an exception basis.

a. If reasonably practicable and consistent with the requirements of the military mission, DoD Components shall plan to convert overseas U.S. civilian positions to military subsequent to an evacuation of noncombatants, in areas where there is probable exposure to hostile fire, if the continued performance of the duties is required pursuant to DoD Directive 1404.10. Where military combat skills are essential to the military mission, the wartime manpower requirements shall be designated military based on the criterion for "Military Combat" (code A). The military mission and the needs of the Commander shall be the essential part of all such decisions.

b. When the position cannot be converted to military because of the unique skills required, or because the number of skilled personnel needed to support the requirements during a crisis situation are not immediately available, the wartime manpower requirements shall be designated civilian (emergency-essential) based on the criterion for "Civilian National Security or Operational Risk" (code I).

2. Workload requirements that cannot be performed by a contractor without an unacceptable risk include:

a. Critical combat service support functions (in operating units or in the infrastructure) that the DoD Component Commander or other DoD official determines cannot be performed by a contractor during a crisis or mobilization without an unacceptable risk to combat operations or to National Defense. Such decisions are based on documented risk assessment and are subject to review during the planning process of the Joint Strategic Planning System as provided for by the Chairman, Joint Chiefs of Staff (JCS) pursuant to DoD Instruction 3020.37.

(1) Where there is concern about the continued performance of essential services (to include security assistance) by a contractor during a crisis situation or mobilization, DoD Component Commanders shall prepare a contingency plan for obtaining the essential services from an alternative source to include the use of a second commercial source or DoD civilian (to include host nation support) or military manpower pursuant to DoD Instruction 3020.37. In such situations, DoD Components shall develop a risk assessment with sufficient data to support their decision for an alternate source.

(a) When performance by a contractor represents an unacceptable risk to military operations, the wartime manpower shall be designated as military or civilian based on the criteria

for “Military Combat” (code A) or “Civilian National Security or Operational Risk” (code I), as appropriate.

(b) When performance by a contractor does not represent a risk to military operations (or the risk is acceptable), but a suitable contractor is not available, the wartime manpower shall be designated as military or civilian based on the criterion for “DoD Management Determination” (code L).

2. DoD Components shall consider the following conditions when conducting risk assessments and identifying unacceptable risk:

(a) Private sector sources having the capability to perform the work have insufficient workforce levels or skills to perform the work or have insufficient facilities, technology, or equipment to perform the work: a) in the quantity necessary, or as rapidly as the DoD Component considers necessary to enable the armed forces to fulfill the national military strategy; or, b) without a significant disruption or delay in the required work that would result in an unacceptable risk to combat operations;

(b) Private sector sources are not adequately responsive to surge requirements or to other contingency situations (will not make changes in the mix or priority of previously scheduled workloads or reassign employees to different workloads) without additional contract negotiations;

(c) Private sector sources cannot provide for the rotation of personnel to sustain essential services during a protracted conflict, or cannot provide for the replacement of employees who are killed, injured, or otherwise lost during a conflict as rapidly as the DoD Component considers necessary.

b. Highly sensitive intelligence work (such as is prescribed in Executive Order 12333, that the Director, Defense Intelligence Agency (DIA), determines cannot be performed by a contractor without an unacceptable risk to national intelligence. The Director, DIA, (as the designee for the Director of Central Intelligence for DoD risk assessments), makes such determinations based on documented risk assessments prepared by the DoD Components and in consultation with other organizations, as deemed necessary, pursuant to DoD Instruction 4100.33, reference (k).

c. Highly sensitive security work (such as maintenance and operation of Signals Intelligence (SIGINT), Telecommunications, Computer Security (COMPUSEC), and Communications Security (COMSEC) equipment) that the DoD Component determines cannot be performed by a contractor without an unacceptable risk to national security. DoD Components base these determinations on documented risk assessments and advice provided by the National Security Agency (NSA) pursuant to reference (k).

The diagram below depicts the decision matrix for application of the reason codes to DoD military and civilian authorizations and functions.

## DoD Manpower Mix Criteria

<u>REASON CODES</u>		Type of DoD Manpower	
Inherently Governmental	Exempt From Competition*		
<b>A</b> Military Combat  <b>C</b> Military Unique Knowledge & Skills	<b>B</b> Military Combat Augmentation  <b>D</b> Military Image & Esprit de Corps  <b>E</b> Military Rotation  <b>F</b> Military Career Progression	Military Essential	CORE MANPOWER
<b>G</b> Civilian Authority & Direction  <b>H</b> Civilian Expertise & Control	<b>I</b> Civilian National Security & Operational Risk	Civilian Essential	
<b>J</b> EO, Law, Treaty, or International Agreement  <b>K</b> Legislatively Mandated Floors	<b>L</b> DoD Management Determination	Restricted	
Subject to Competition or Direct Conversion			
<b>M</b> Based on Cost Comparison <b>N</b> Pending Contract Award <b>O</b> Pending Cost Comparisons Results <b>P</b> Pending Restructuring Decision <b>Q</b> Based on Terminated Cost Comparison <b>R</b> Subject to Review		Not Restricted	NON-CORE MANPOWER

Order of Precedence for Coding Manpower Mix

\* Government Performance is Required (includes both commercial activities that must remain in-house according to the specific reason codes and some inherently governmental activities not covered by reason codes A, C, G, or H.

## REFERENCES

- (a) DoD Directive 1100.18, "Wartime Manpower Mobilization Planning," January 31, 1986
- (b) DoD Directive 1100.4, "Guidance on Manpower Programs," August 20, 1954
- (c) DoD Directive 1315.7, "Military Personnel Assignments," January 9, 1987
- (d) DoD Directive 1100.9, "Military-Civilian Staffing of Management Positions in the Support Activities," September 8, 1971
- (e) Office of Federal Procurement Policy (OFPP) Policy Letter 92-1, "Inherently Governmental Functions," September 23, 1992
- (f) DoD Directive 1404.10, "Emergency-Essential (E-E) DoD U.S. Citizen Civilian Employees," April 10, 1992
- (g) Title 10, United States Code
- (h) Title 5, United States Code
- (i) Title 31, United States Code
- (j) Title 33, United States Code
- (k) DoD Instruction 4100.33, "Commercial Activities Program Procedures," September 9, 1985
- (l) DoD Instruction 4000.19, "Interservice and Intragovernmental Support," August 9, 1995
- (m) DoD Instruction 3020.37, "Continuation of Essential DoD Contractor Services During Crisis," November 6, 1990
- (n) Executive Order 12333, "United States Intelligence Activities," December 4, 1981

## AIR FORCE OVERARCHING GUIDANCE FOR CODING INHERENTLY GOVERNMENTAL AND COMMERCIAL ACTIVITIES

Force Mix Code	Resource Limitation	Application (summarized)
A Military Combat	Military Only	<ul style="list-style-type: none"> <li>A1 - AF WMP 3, Parts 1 and 2, UTC tasked positions as outlined in the attached AF WMP Force List</li> <li>A2 - Authorizations in hard-line program element codes</li> <li>A3 - Remaining OCONUS military authorizations</li> <li>A4 - Positions required to support other specific OPLANS (SIOP, NORAD)</li> </ul>
B Military Combat Augmentation	Military Only	<ul style="list-style-type: none"> <li>15% factor applied to deploying and OCONUS "A"-coded positions (<math>.15*(A1+OCONUS A2 + A3 + OCONUS A4)</math>). <ul style="list-style-type: none"> <li>Accounts for casualty replacements and non-deployable personnel (Note 1)</li> </ul> </li> </ul>
C Military Unique Knowledge/Skills	Military Only	<ul style="list-style-type: none"> <li>Military at HQ USAF, MAJCOM Management HQ Staffs, NAF (above the line), Joint (Note 2) and positions external to the Air Force (ex., White House) (FAC 7XXX)</li> <li>Command Sections <ul style="list-style-type: none"> <li>Orderly Rooms</li> <li>Commander's support staffs</li> </ul> </li> </ul>
D Military Image & Esprit de Corps	Military Only	<ul style="list-style-type: none"> <li>Official AF bands, AF Honor Guard, recruiters.</li> </ul>
E Military Rotation	Military Only	<ul style="list-style-type: none"> <li>Data provided by AF/XPMR is based on 1.8 positions in the CONUS for every position OCONUS, by AFSC</li> <li>Each command's allocation by AFSC is based on the percentage of that AFSC in their command</li> </ul>
F Military Career Progression	Military Only	<ul style="list-style-type: none"> <li>Data provided by AFSC is based on AF/DP models</li> <li>Each command's allocation is based on the percentage of that AFSC in their command</li> </ul>
G Civilian Authority & Direction	Civilian Only	<ul style="list-style-type: none"> <li>Civilians at HQ USAF, MAJCOM Management HQ Staffs, NAF (above the line), Joint (Note 2) and positions (external to the</li> </ul>

Force Mix Code	Resource Limitation	Application (summarized)
		Air Force (ex., White House) FAC 7XXX)
H Civilian Expertise & Control	Civilian Only	<ul style="list-style-type: none"> <li>As defined in DOD Force Mix Criteria</li> <li>Include QAE positions. Only applies to positions earned solely for QAE duties, not to positions filled by personnel performing QAE duties as an additional duty.</li> <li>Command Sections <ul style="list-style-type: none"> <li>Orderly Rooms</li> <li>Commander's support staffs</li> <li>Secretaries</li> </ul> </li> </ul>
I Civilian National Security/Risk	Civilian Only	<ul style="list-style-type: none"> <li>Emergency Essential (EE) Civilians not in G or H</li> <li>US Civilians in hard-line PECs</li> <li>OCONUS US Civilians</li> </ul>
J Executive Order, Law, Treaty, International Agreement	Military or Civilian	<ul style="list-style-type: none"> <li>Foreign National Direct Hires (FNDH) (includes CEC code 30)</li> <li>Foreign National Indirect Hires ((FNIH) (includes CEC Code 40)</li> <li>Defense Ministry Civilians (DMC) (includes CEC Code 50)</li> <li>START</li> <li>OPEN SKIES</li> <li>Foreign Military Sales positions</li> <li>Any remaining Security Forces or Firefighter positions</li> </ul>
K Legislatively Mandated Floors	Military or Civilian	<ul style="list-style-type: none"> <li>Only applies to <u>civilians</u> performing depot maintenance as specified in the OSD guidance.</li> <li>This code <u>will not</u> be used for military positions in the Air Force</li> </ul>
L Management Determination	Military or Civilian	<ul style="list-style-type: none"> <li>Remaining Child Care positions</li> <li>Includes civilians or military performing workload that is not separable workload from core or restricted workload (gray areas on the DoD Manpower Mix Criteria Flow Chart). If workload performed by positions is separable from core or restricted workload, they are coded R.</li> </ul>
M Completed Cost Comparison	Military or Civilian	<ul style="list-style-type: none"> <li>Limited to positions: <ul style="list-style-type: none"> <li>In a most efficient organization (MEO) as determined by an A-76 cost comparison performed later than FY92 or</li> </ul> </li> </ul>

Force Mix Code	Resource Limitation	Application (summarized)
		<ul style="list-style-type: none"> <li>Where a direct conversion (performed later than FY92) of ten or less total FTEs did not determine contract performance to be more cost effective than in-house performance.</li> </ul>
N Pending Contract Award	Military or Civilian	<ul style="list-style-type: none"> <li>Apply Code <b>NC</b> when: An A-76 cost comparison final decision has been made to convert from in-house to contract but the conversion to contract is not yet complete.</li> <li>Apply Code <b>ND</b> when: An A-76 direct conversion was approved by 31 Mar 98, is in-progress, conversion is not completed and the positions <b>are not</b> identified as a JUMP START Candidate.</li> <li>Apply Code <b>NJ</b> when: An A-76 direct conversion was approved by 31 Mar 98, is in-progress, conversion is not completed, and the positions <b>are</b> included in a command's JUMP START numbers.</li> <li>Apply Code <b>NO</b> for any other type of direct conversion.</li> </ul>
O Pending Cost Comparison	Military or Civilian	<ul style="list-style-type: none"> <li>Apply Code <b>O</b> to positions where an A-76 cost comparison was approved by 31 Mar 98 and in-progress (i.e., no final decision has been determined) and the positions <b>are not</b> in a command's JUMP START numbers (Apply code <b>O</b>)</li> <li>Apply Code <b>OJ</b> to positions in an A-76 cost comparison if approved by 31 Mar 98, is in-progress and the positions <b>are</b> in a command's JUMP START numbers (Apply code <b>OJ</b>)</li> </ul>
P Pending Restructuring Decision	Military or Civilian	<ul style="list-style-type: none"> <li>Positions at Kelly, McClellan or other remaining BRAC bases not coded above</li> </ul>

Q Terminated Cost Comparison	Military or Civilian	<ul style="list-style-type: none"> <li>Limited to A-76 cost comparisons terminated due to exceeding the Congressionally mandated time limits for conducting cost comparisons. Air Force has no positions to reflect in this category.</li> </ul>
R Subject to Review	Military or Civilian	<ul style="list-style-type: none"> <li>Positions that do not fall into any of the above categories (Note 3).</li> <li>Also includes positions that are part of the CSAF approved JUMP START/Renengineering 28K for CS&amp;P/Reengineering (AF/CC MSG, 282325Z Apr 98) minus positions already identified in N or O (approved and in-progress as of 31 Mar 98) code <b>RJ</b></li> </ul>

Note 1: All ARC will be coded separately. As a result, Casualty Replacement and Non-deployable rates will be aggregated separately for Active and ARC forces.

Note 2: Joint positions will be coded separately. Joint positions have been coordinated with all affected joint agencies (external to AF) to ensure consistent coding

Note 3: Potential TEMPO impacts will be reviewed after all coding has been completed. Military positions coded "R" will be identified along with their current TEMPO rates based upon the AF/DPXC database. Worst case analysis will show what the relative TEMPO rate would be if all those military positions were converted to civilian or contract and deployment taskings remained constant.

## THE CODING PROCESS

The following is an overview of the MAJCOM coding process, including how the database interface will facilitate coding. The text under each numbered paragraph addresses the rationale supporting each step. Except where explicitly noted, commands must code positions in order of precedence. This is critical to the process. Commands will also ensure only the database interface provided by AFCQMI is used for coding. Other formats or databases will not be accepted.

Each coding step should be done completely before proceeding to the next step to ensure codes will represent the correct precedence order (code all As then all Bs, etc.). If a billet fits in more than one category, it should be coded with the code of the first step that applies.

The MAJCOM codes should be placed in the DRID#1 column. In those instances where the codes are two characters, the second character goes in the DRID#2 column.

1. Code RJ. JUMP START/Reengineering approved candidates--includes 28K positions approved by CSAF (includes A-76 and reengineering candidates). The 28K positions that the CSAF has approved for study will be identified by position in the database and coded as "R" for DRID#1 and "J" for DRID#2.
  - Any candidates in JUMP START/Reengineering that have been approved by HQ USAF by 31 Mar 98 and are in-progress are to be coded NJ and OJ. Candidates approved and in-progress after 31 Mar 98 are coded as R (if not in JUMP START/Reengineering) and RJ (if in JUMP START/Reengineering).
  - The candidates approved by the CSAF need to be fenced to ensure that, at a minimum, these positions are shown as R (or "in-progress").
2. Code D - Military Image and Espirit de Corps. Code all AF Bands, recruiters, AF Honor Guard, and embassy personnel.
  - This is to ensure these positions are completely covered by this code. It is essential to code these categories without the usual order of precedence (DoD Manpower Mix Criteria Flow Chart) to ensure they are not coded with another code, e.g., A, B, C.
  - Code D does not apply to base level honor guards or similar additional duty functions
3. Code A1 - AF WMP Force Listing. Commands will select the tasked PAS and appropriate AFSCs tied to their UTC taskings. Positions should be selected from hardline PECs where appropriate. They will be coded "A1".
  - Most AF FAMs have updated the AF WMP. If there are errors in the AF WMP Force listing, coordinate with the appropriate AF FAM.
4. Code A2 - Hardline PECs. Commands will select all remaining positions in hardline PECs and code as A2.
  - Hardline PECs are a recognized part of our combat capability, even when not captured in the AF WMP. Therefore we must code them A.
5. Code A3 - Forward deployed. Commands will select all remaining OCONUS military positions and will code A3.
  - No one can know what the next AOR for the next conflict might be. We are making the assumption that it will not be in the CONUS. For this reason, we consider all OCONUS military positions as forward deployed.

6. Code A4 - Other OPLAN Tasked. Commands will identify any remaining positions that are tasked under other specific OPLANS such as the NORAD and SIOP plans (not already coded A1 but are included in the AF WMP). Commands must ensure these taskings are in addition to taskings captured in A1, on in codes A2 or A3, and are for plans that are expected to be executed in conjunction with a 2 MTW scenario. Commands must explicitly identify the plan that tasks these positions.
  - These positions must be defensible as stand-alone requirements. If a position is dual-tasked (2 MTW and NORAD OPLANS), code the position as A1.
7. Code B - Accounting for non-deployable personnel and casualty replacement. A 15% factor will be used. Commands will sum their A1, OCONUS A2, A3 and OCONUS A4 positions by 3-digit AFS, multiply by the percentage and apply the B code to that number of positions in that AFS, not already coded above.
  - Units tasked with UTCs typically place more positions on mobility than needed for their UTCs to account for personnel who are unable to deploy. This percentage takes into account historical data on non-deployables, and estimated data for casualties from the THREAT model, and creates one percentage to account for these factors.
  - If a command cannot allocate their calculated number of B's because they have no more positions in that AFS to code, notify the appropriate AF FAM and AF/XPMR for potential reallocation to another MAJCOM.
8. Code C - Military unique knowledge and skill. Commands will select positions in their MAJCOM Management HQ ("98" ending PEC), NAF (above the line), Joint positions, external to the Air Force (ex., White House) (FAC 7XXX), Command Sections, Orderly Rooms, Commander's support staffs and other positions IAW functional guidance and will code them C.
  - There are many reasons outside of pure military combat or combat augmentation forces that support having a military person in a function. Deviation from the OSD and/or AF FAM guidance must be explicitly documented. Coordinate all deviations with the appropriate AF FAM.
9. Code E - Military rotation. Rotation requirements will be calculated by multiplying 1.8 times the number in an AFSC OCONUS. AF/XPM, in conjunction with AF FAMs, will allocate that number based on current authorized population in that AFSC. Commands will subtract the number of positions in that AFSC already coded A-D from the allocation and apply code E to the remaining positions until the allocation is depleted. If they cannot use all their allocation, they will return the delta to AF/XPMR for redistribution to another command after consultation with the appropriate FAM. If no command can "spend" these positions, AF/XPMR will annotate this in final submission to the CSAF.
  - Peacetime military rotation policy attempts to stabilize a 20 year career at 12 years CONUS versus 8 years OCONUS, including TDY in support of JCS exercises and contingencies. Current data supports a 1.8 rotation factor to achieve that ratio across the Air Force.
10. Code F - Career Field Sustainment. Sustainment requirements will be calculated using the DP model. Each command will get an allocation of that number based on their current authorized population in that AFSC. Commands will subtract the number of positions in that AFSC already coded A-E from the allocation and apply code F to the remaining positions until the allocation is depleted. If they cannot use all their allocation, they will return the remainder to

AF/XPMR for redistribution to another command after consultation with the appropriate FAM. If no command can “spend” these positions, AF/XPMR will annotate this in final submission to the CSAF.

11. Code G - Civilian Authority and Direction. Commands will use the OSD guidance augmented with functional guidance to code civilian positions code G.
12. Code H - Civilian Expertise and Control. Commands will use the OSD guidance augmented with the overarching guidance table above and the functional guidance to code civilian positions code H.
13. Code I - Civilian National Security or Operational Risk. Commands will identify all remaining Emergency Essential civilians, all remaining OCONUS US civilians, and all remaining civilians in hard-line PECs and will apply code I.
  - For the AF, this civilian code is equivalent to code “A” for military positions.
14. Code J - Executive Order, Law, Treaty, and International Agreement. All FNIH, FNDH, DMC, START, Open Skies, FMS positions will be coded J. In addition, any Security Forces positions and Firefighter positions not captured in the codes above, will be coded “J”.
  - There is currently a legislative prohibition against outsourcing firefighters and security forces.
15. Code K - Legislatively Mandated Floors. Only applies to civilians performing depot maintenance as specified in the OSD guidance that are not captured in one of the codes above.
16. Code L - DOD Management Determination. (“Not separable” positions will be coded in step 23 below).
  - Per AFP 26-12, commands may not use this code for positions in functions based on the rationale that there was “no satisfactory source” or contracting will cause an “unacceptable delay or disruption” without written HQ USAF/XPMR approval. Since none have been issued in the past five years, no positions will be coded based on either of these rationale.
  - Commands may use this code for any Child Care positions not already accounted for in a previous code. This is based on a CSAF exemption for Child Care.
17. Code M - Based on cost comparison. Commands are limited to coding positions in a most efficient organization (MEO) as determined by either an A-76 cost comparison performed later than FY92 or when a direct conversion to contract was attempted later than FY92 where contract performance was determined to not be cost effective. The re-engineering of an in-house function does not qualify as an MEO since it was not determined through competition with the private sector that it is the “most” efficient organization.
18. Code N - Pending contract award. Positions impacted by either
  - An A-76 cost comparison where a final decision is made to convert from in-house to contract but the conversion to contract is not yet complete (Apply Code **NC**),
  - An A-76 direct conversion was approved by 31 Mar 98 and is in-progress and conversion is not completed and positions **are not** in a command’s JUMP START numbers (apply code **ND**),
  - An A-76 direct conversion was approved by 31 Mar 98 and is in-progress and conversion is not completed and positions **are** in a command’s JUMP START numbers (apply code **NJ**), or
  - A non-A-76 direct conversion is in-progress (apply code **NO**).
19. Code O - Pending cost comparison results.

- Positions in in-progress A-76 cost comparisons (i.e., no final decision has been determined) approved by 31 Mar 98. For positions in cost comparisons that **are not** identified in a command's JUMP START numbers, positions are coded **O**. To determine which positions should be coded "O" request Commercial Activities Management Information System (CAMIS) Report 4, *In-Progress CA Initiatives by Command*, from the command A-76 Program Manager in XPM. This report will indicate the announced date for all in-progress candidates. Only use code "O" for initiatives with an Announced Date to 31 Mar 98 or earlier.
  - For positions in cost comparisons that **are** identified in a command's JUMP START numbers, positions are coded **OJ**.
20. Code P - Pending restructuring decisions. Remaining positions still on the UAF at BRAC locations will be coded P.
  21. Code Q - Based on terminated cost comparisons. No A-76 cost comparisons have been canceled in the past two years based on exceeding the Congressionally mandated time frames (i.e., two years for single function cost comparisons and four years for multi-function cost comparisons). Therefore, no positions will coded with Code Q for the Air Force.
  22. Code R - Subject to Review. All other positions not yet coded will be coded R.
  23. Commands will then review the "R" positions from step 22 to see if they meet the definition of "non-separable workload." To qualify as non-separable and to be L coded, positions must be performing workload that cannot be separated for performance by a contractor. The use of this code is limited to positions that are retained in-house because they perform non-separable workload in a function where the remaining positions are coded A-K. If workload can be separated and placed in another function or if workload performed by positions is separable from A-K coded positions, they stay coded R.
  24. The following sub-categories of R are permitted if a MAJCOM/FOA/DRU commander, or HQ USAF written designation is on file with the command (include a copy with your submission).
    - Commander has determined the positions are not to be competed due to a reengineering action (RC).
    - Commander has determined positions are not to be competed due to a divestiture action (RT).
    - Commander has determined positions are not to be competed due to a privatization action (RP).

When all positions have been coded, use the "export" function on the interface to create a file to transmit to AFCQMI. For the command's first submission, have the package signed out at the XP-level (or equivalent). We will review all the commands submissions in conjunction with the AF FAMs. As questions or discrepancies arise, we will contact the appropriate MAJCOM for resolution. Once the review is complete, we will send the database back to the commands for final staffing. The final package should be signed out of your command section. We will staff the entire package through the corporate structure for CSAF approval and SECAF signature.

## **CSAF MSG ON OUTSOURCING & PRIVATIZATION/REENGINEERING**

R 282325Z APR 98

FM CSAF WASHINGTON DC//CC//

TO ALMAJCOM//CC//

INFO OSAF WASHINGTON DC//AQ/FM/MI//

HQ USAF WASHINGTON DC//DP/IL/SF/XO/XP//

UNCLAS

SUBJ: JUMP START EXECUTION - CIVILIAN DRAWDOWN INITIATIVE  
(CDI)/TARGETED FUNCTION ADJUSTMENTS

1. OUR DISCUSSIONS AT CORONA UNDERSCORED BOTH THE CONCERN THROUGHOUT THE AIR FORCE WITH AIR FORCE OUTSOURCING AND THE IMPORTANCE THAT WE DO IT RIGHT. OVER THE PAST TWO YEARS, OUR STAFFS HAVE WORKED EXTENSIVELY TO GET US TO THE POINT WHERE WE CAN EXECUTE. AFTER THREE REVIEWS BY THE FUNCTIONAL STAFFS AND THREE REVIEWS BY THE MAJCOMS, WE HAVE COLLECTIVELY IDENTIFIED 28K CANDIDATES TO PURSUE THROUGH OUTSOURCING COMPETITIONS (22K) OR AS REENGINEERED END-STRENGTH SAVINGS (6K). IT IS NOW TIME TO MOVE OUT AND EXECUTE YOUR JUMP START PROGRAMS.

2. TO BRING YOU UP TO SPEED, WE HAVE COMPLETED TWO FINAL JUMP START REVIEWS SINCE CORONA.

A. YOU HAVE COMPLETED YOUR REVIEW TO IDENTIFY AND REMOVE ANY "HIGH RISK" CANDIDATES THAT WERE STILL INCLUDED IN YOUR JUMP START PLANS. THERE WERE SOME MINOR ADJUSTMENTS.

B. AF/DP HAS COMPLETED THEIR CAREER FIELD ANALYSIS (MILITARY AFSCS) THAT ENCOMPASSED ALL END-STRENGTH REDUCTION INITIATIVES. THE RESULTS SHOW THAT FOR SOME CAREER FIELDS (MOSTLY COMM) EXISTING PROBLEMS (SUSTAINMENT, OVERSEAS ROTATION, OPSTEMPO) WILL BE AGGRAVATED BY THIS PROCESS, HOWEVER, THOSE FUNCTIONS MOST SEVERELY IMPACTED HAVE IDENTIFIED WAYS TO MITIGATE THESE PROBLEMS OR HAVE CONCLUDED THAT THESE PROBLEMS ARE MANAGEABLE.

3. MEANWHILE, MANY OF YOU HAVE PROPOSED ADJUSTMENTS AND/OR ALTERNATIVES TO YOUR CDI AND/OR QDR TARGETED FUNCTION INITIATIVES. YOUR PROPOSALS ARE APPROVED AND WE HAVE ADJUSTED OUR PROGRAM TO CAPTURE YOUR PROPOSALS, TO INCLUDE THE REENGINEERING INITIATIVES.

4. WE HAVE TAKEN A VERY BALANCED AND MEASURED APPROACH IN DEFINING OUR OUTSOURCING PROGRAM. YOUR REENGINEERING EFFORTS, IN LIEU OF OUTSOURCING STUDIES, HAVE BECOME A MORE IMPORTANT PART OF THE OVERALL PROGRAM AND WE ARE COUNTING ON THOSE EFFICIENCIES AND SAVINGS TO MAKE THIS PROGRAM A SUCCESS. ALTHOUGH THERE ARE STILL MINOR DETAILS TO BE WORKED BETWEEN OUR STAFFS, IT IS IMPERATIVE THAT WE EXECUTE THESE INITIATIVES AT THE HIGHEST CONTRACT PERFORMANCE LEVELS TO ENSURE WE REAP THE BENEFITS OF MUCH HARD WORK.

5. MY POC FOR THESE PROGRAMS IS COL LEN CAMPBELL, AF/XPMS, DSN 697-2816.

## **AIR FORCE FUNCTIONAL AREA MANAGER (FAM) GUIDANCE**

**AUDIT AGENCY HEADQUARTERS STAFF (AFAA/AG/DO/DS/RM)  
FAC 1550**

**IF GUIDANCE BELOW IS BLANK FOR A PARTICULAR CODE, THE  
OVERARCHING GUIDANCE PROVIDES ALL NECESSARY INFORMATION FOR  
THIS FAC/AFSC**

<b>Force Mix Code</b>	<b>Short Title</b>	<b>Functional Guidance</b>
A	Military Combat	
B	Military Combat Augmentation	
C	Military Unique Knowledge & Skill	Auditor General Executive Officer
D	Military Image & Esprit de Corps	
E	Military Rotation	
F	Military Career Progression	
G	Civilian Authority and Direction	Auditor General; Asst. Auditor Generals; Deputy Asst. Auditor General; Division Chiefs
H	Civilian Expertise & Control	Staff Auditors; Administrative Staff
I	Civilian National Security or Operational Risk	
J	Executive Order, Law, Treaty, International Agreement	
K	Legislatively Mandated Floors	
L	DoD Management Determination	
M	Based on Cost Comparison	
N	Pending Contract Award	
O	Pending Cost Comparison Results	
P	Pending Restructuring Decision	
Q	Based on Terminated Cost Comparison	
R	Subject to Review	

**POC: Mr. Bill Welsh, SAF/AGA, DSN 223-4239, Rm 4E289, WelshW@AF.Pentagon.Mil**

**AUDIT AGENCY FIELD DIRECTORATES (AFAA/FS/MS/FD/AGS)  
FAC 1551**

**IF GUIDANCE BELOW IS BLANK FOR A PARTICULAR CODE, THE  
OVERARCHING GUIDANCE PROVIDES ALL NECESSARY INFORMATION FOR  
THIS FAC/AFSC**

Force Mix Code	Short Title	Functional Guidance
A	Military Combat	
B	Military Combat Augmentation	
C	Military Unique Knowledge & Skill	
D	Military Image & Esprit de Corps	
E	Military Rotation	
F	Military Career Progression	
G	Civilian Authority and Direction	Asst. Auditor Generals; Deputy Asst. Auditor General; Associate Directors; and Region Chiefs
H	Civilian Expertise & Control	Program Managers; Office Chiefs; Audit Managers; Team Leaders; Staff Auditors; Administrative Staff
I	Civilian National Security or Operational Risk	
J	Executive Order, Law, Treaty, International Agreement	
K	Legislatively Mandated Floors	
L	DoD Management Determination	
M	Based on Cost Comparison	
N	Pending Contract Award	
O	Pending Cost Comparison Results	
P	Pending Restructuring Decision	
Q	Based on Terminated Cost Comparison	
R	Subject to Review	

**POC: Mr. Bill Welsh, SAF/AGA, DSN 223-4239, Rm 4E289, WelshW@AF.Pentagon.Mil**

**AIR FORCE RESERVE  
FAC Multiple**

**IF GUIDANCE BELOW IS BLANK FOR A PARTICULAR CODE, THE  
OVERARCHING GUIDANCE PROVIDES ALL NECESSARY INFORMATION FOR  
THIS FAC/AFSC**

Force Mix Code	Short Title	Functional Guidance
A	Military Combat	<ul style="list-style-type: none"> <li>• UTC tasked military positions (A1)</li> <li>• All IMAs outside of 50 states and territories (A3)</li> </ul>
B	Military Combat Augmentation	<ul style="list-style-type: none"> <li>• All CONUS IMAs</li> <li>• All Non UTC Tasked Unit Positions not in a Hardline PEC</li> <li>• Non-deployable factor</li> </ul>
C	Military Unique Knowledge & Skill	<ul style="list-style-type: none"> <li>• All HQ AGR positions</li> <li>• MAJCOM HQ Staff military positions</li> <li>• ARPC: <ul style="list-style-type: none"> <li>• See Personnel Functional Guidance for AFPC. Military Positions in Command section &amp; all division &amp; branch chiefs &amp; Readiness Branch.</li> </ul> </li> <li>• Any remaining Unit AGR positions</li> </ul>
D	Military Image & Esprit de Corps	<ul style="list-style-type: none"> <li>• Air Force Reserve Bands</li> <li>• All AFRC Recruiters</li> </ul>
E	Military Rotation	
F	Military Career Progression	
G	Civilian Authority and Direction	<ul style="list-style-type: none"> <li>• See DoD Mix criteria</li> <li>• Selected functions in HQ AFRC and AFRC meeting DoD Mix criteria</li> <li>• Unit level functions directly meeting DoD Mix criteria.</li> <li>• Refer to Air Force FAM guidance to maintain consistency with like active functions.</li> </ul>
H	Civilian Expertise & Control	<ul style="list-style-type: none"> <li>• See DoD Mix criteria</li> <li>• Selected functions in HQ AFRC and AFRC meeting DoD Mix criteria</li> <li>• Unit level functions meeting DoD Mix criteria.</li> <li>• Refer to Air Force FAM guidance to maintain consistency with like active functions.</li> </ul>
I	Civilian National Security or Operational Risk	<ul style="list-style-type: none"> <li>• All ART civilian positions</li> <li>• Any Emergency Essential Positions</li> </ul>
J	Executive Order, Law, Treaty,	Overseas dependent upon Executive Order, Law, Treaty,

**POC: Maj Shoenhard, AF/REXP, 227-8004, Jim.shoenhard@re.hq.af.mil**

**AIR FORCE RESERVE  
FAC Multiple**

**IF GUIDANCE BELOW IS BLANK FOR A PARTICULAR CODE, THE  
OVERARCHING GUIDANCE PROVIDES ALL NECESSARY INFORMATION FOR  
THIS FAC/AFSC**

Force Mix Code	Short Title	Functional Guidance
	International Agreement	International Agreement (cite governing document)
K	Legislatively Mandated Floors	
L	DoD Management Determination	
M	Based on Cost Comparison	
N	Pending Contract Award	
O	Pending Cost Comparison Results	
P	Pending Restructuring Decision	
Q	Based on Terminated Cost Comparison	
R	Subject to Review	

**Comments:** Please carefully review the “DoD Instructions for Applying DoD Manpower Mix Criteria” and Air Force “General/over-arching” guidance

For Unit level Title 5 civilians, refer to Air Force FAM guidance to maintain consistency within functional areas.

**POC: Maj Shoenhard, AF/REXP, 227-8004, Jim.shoenhard@re.hq.af.mil**

**AIR NATIONAL GUARD  
FAC MULTIPLE**

**IF GUIDANCE BELOW IS BLANK FOR A PARTICULAR CODE, THE  
OVERARCHING GUIDANCE PROVIDES ALL NECESSARY INFORMATION FOR  
THIS FAC/AFSC**

Force Mix Code	Short Title	Functional Guidance
A	Military Combat	<ul style="list-style-type: none"> <li>• UTC tasked military positions (A1)</li> <li>• Hardline PECs (A2)</li> <li>• All IMAs outside of 50 states and territories (A3)</li> <li>• SIOP and as in overarching guidance (A4)</li> </ul>
B	Military Combat Augmentation	<ul style="list-style-type: none"> <li>• All CONUS IMAs</li> <li>• All non-UTC tasked unit positions not in hardline PECs</li> <li>• Non-deployable factor</li> </ul>
C	Military Unique Knowledge & Skill	<ul style="list-style-type: none"> <li>• All HQ AGR positions</li> <li>• MAJCOM HQ Staff military positions</li> <li>• ARPC: <ul style="list-style-type: none"> <li>• See Personnel Functional Guidance for AFPC. Military Positions in Command section &amp; all division &amp; branch chiefs &amp; Readiness Branch.</li> </ul> </li> <li>• Any remaining Unit AGR positions</li> </ul>
D	Military Image & Esprit de Corps	<ul style="list-style-type: none"> <li>• ANG Bands</li> <li>• ANG Recruiters</li> </ul>
E	Military Rotation	
F	Military Career Progression	
G	Civilian Authority and Direction	<ul style="list-style-type: none"> <li>• See DoD Mix criteria</li> <li>• Selected functions in HQ NGB and ANG meeting DoD Mix criteria</li> <li>• Unit level functions directly meeting DoD Mix criteria.</li> <li>• Refer to Air Force FAM guidance to maintain consistency with like active functions.</li> </ul>
H	Civilian Expertise & Control	<ul style="list-style-type: none"> <li>• See DoD Mix criteria</li> <li>• Selected functions in HQ NGB and ANG meeting DoD Mix criteria</li> <li>• Unit level functions meeting DoD Mix criteria.</li> <li>• Refer to Air Force FAM guidance to maintain consistency with like active functions.</li> </ul>
I	Civilian National Security or Operational Risk	<ul style="list-style-type: none"> <li>• All Technician Title 32 positions</li> <li>• Any Emergency Essential Positions</li> </ul>

**POC: Ms Sonja Patch, ANG/XPM, DSN 278-7018, [patches@ang.af.mil](mailto:patches@ang.af.mil)**

**AIR NATIONAL GUARD  
FAC MULTIPLE**

**IF GUIDANCE BELOW IS BLANK FOR A PARTICULAR CODE, THE  
OVERARCHING GUIDANCE PROVIDES ALL NECESSARY INFORMATION FOR  
THIS FAC/AFSC**

J	Executive Order, Law, Treaty, International Agreement	Overseas dependent upon Executive Order, Law, Treaty, International Agreement (cite governing document)
K	Legislatively Mandated Floors	
L	DoD Management Determination	
M	Based on Cost Comparison	
N	Pending Contract Award	
O	Pending Cost Comparison Results	
P	Pending Restructuring Decision	
Q	Based on Terminated Cost Comparison	
R	Subject to Review	Any positions not coded above

**Comments:** Please carefully review the “DoD Instructions for Applying DoD Manpower Mix Criteria” and Air Force “General/over-arching” guidance

For Unit level Title 5 civilians, refer to Air Force FAM guidance to maintain consistency within functional areas.

**POC: Ms Sonja Patch, ANG/XPM, DSN 278-7018, [patchs@ang.af.mil](mailto:patchs@ang.af.mil)**

**CIVIL ENGINEERS**  
**FAC 1311, 17XX, 44XX, 4751 AND ALL CIVIL ENGINEER AFSCs (032EX, E3XXX)**  
**OUTSIDE NORMAL CIVIL ENGINEER ORGANIZATIONS.**

**IF GUIDANCE BELOW IS BLANK FOR A PARTICULAR CODE, THE**  
**OVERARCHING GUIDANCE PROVIDES ALL NECESSARY INFORMATION FOR**  
**THIS FAC/AFSC**

Force Mix Code	Short Title	Functional Guidance
A	Military Combat	A4 - OTHER Mission Support [to include:] - Strategic Mission Support - Space Systems Support - NORAD Support - Ports - Owned By Others [see applicable functional guidance]
B	Military Combat Augmentation	
C	Military Unique Knowledge & Skill	Includes HAF and MAJCOM positions Above and Below-the-line Instructors at AFIT/School House, exercise sites Military Essential (EOD) Owned By Others [see applicable functional guidance]
D	Military Image & Esprit de Corps	
E	Military Rotation	
F	Military Career Progression	
G	Civilian Authority and Direction	FAC 17XX (Above and Below-the-line)
H	Civilian Expertise & Control	Instructors at AFIT/School House, exercise sites QAEs
I	Civilian National Security or Operational Risk	
J	Executive Order, Law, Treaty, International Agreement	
K	Legislatively Mandated Floors	Civilians performing workload required to sustain both depot core logistics capability and additional workload required to sustain the legislatively mandated 50/50 floor
L	DoD Management Determination	Mixed Shops at UTC Bases
M	Based on Cost Comparison	
N	Pending Contract Award	
O	Pending Cost Comparison Results	
P	Pending Restructuring Decision	
Q	Based on Terminated Cost Comparison	
R	Subject to Review	

**POC: Mr. Dick Fetgatter, AF/ILEOO, DSN 664-4733, dick.fetgatter@af.pentagon.mil**

**CIVIL ENGINEERS**  
**FAC 1311, 17XX, 44XX, 4751 AND ALL CIVIL ENGINEER AFSCs (032EX, E3XXX)**  
**OUTSIDE NORMAL CIVIL ENGINEER ORGANIZATIONS.**

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**OVERARCHING GUIDANCE PROVIDES ALL NECESSARY INFORMATION FOR**  
**THIS FAC/AFSC**

**DRI EXCEPTION GUIDANCE FOR CIVIL ENGINEERS**

**FUNCTION: FACs 17XX & 44XX, and all Civil Engineer AFSCs [032Ex and 3Exxx] outside normal Civil Engineer Organizations Exception Guidance:**

For those CE AFSCs military authorizations outside standard CE Organizations **on deploying UTCs**, code those authorizations as Code A.

For those CE AFSCs military authorizations outside standard CE Organizations **not on deploying UTCs**, or not falling in a straightlined authorization such as those above base level, code those authorizations as Code R.

For those Non-CE AFSCs military authorizations in standard CE Organizations **on deploying UTCs**, code those authorizations as Code A.

For those Non-CE AFSCs military authorizations in standard CE Organizations **not on deploying UTCs**, or not falling in a straightlined authorization such as those above base level, code those authorizations as Code R unless previously approved different and coordinated guidance exists from the other functional community.

**POC: Mr. Dick Fetgatter, AF/ILEOO, DSN 664-4733, dick.fetgatter@af.pentagon.mil**

**CONTRACTING, DoD Function Code Y600**  
**FAC 1250 Contracting and Acquisition Staff; 1251 Operational Contracting;**  
**1252 Central Systems Contracting/Acquisition; 1253 Production/Manufacturing;**  
**1254 Contract Administration; 1255 Quality Assurance; 1256 Contract Pricing;**  
**1257 R&D Contracting/Acquisition; 12A0 Contracting Squadron;**  
**12A1 Construction Flight; 12B1 Mgmt Analysis Support Flight; 12C1 Commodities Flight;**  
**12D1 Services Flight; 12E1 Special Contracting**

**IF GUIDANCE BELOW IS BLANK FOR A PARTICULAR CODE, THE**  
**OVERARCHING GUIDANCE PROVIDES ALL NECESSARY INFORMATION FOR**  
**THIS FAC/AFSC**

Force Mix Code	Short Title	CONTRACTING Functional Guidance
A	Military Combat	<ul style="list-style-type: none"> <li>• Military assigned to PACAF and USAFE code A3</li> <li>• Any other military OCONUS code A-3</li> </ul>
B	Military Combat Augmentation	<ul style="list-style-type: none"> <li>• Casualty replacement &amp; non-deployable rate: Multiply positions coded A-3 by 15% to determine the number of CONUS positions allowed for casualty replacement and non-deployables in CONUS. Allocate this 15% at MAJCOM PK or LGC level. See note #7 in Overarching Guidance</li> <li>• Contingency Contracting Requirements</li> </ul>
C	Military Unique Knowledge/Skill	<ul style="list-style-type: none"> <li>• HQs Staffs: Includes Pentagon, MAJCOM staff, Center staffs and the Commander and Deputy in each Contracting Squadron</li> <li>• Numbered Air Force</li> <li>• Chapter 1, Title 48 CFR, as delineated in Federal Acquisition Regulations, Subpart 7.5 - Inherently Governmental Functions, paragraph 7.503 ( c )(12)</li> <li>• Critical Acquisition Positions</li> <li>• Military Contracting Officers</li> <li>• AF FAC 1255 Quality Assurance</li> </ul>
D	Military Image & Esprit de Corps	None
E	Military Rotation	<ul style="list-style-type: none"> <li>• Calculated by taking positions OCONUS by AFSC times 1.8 to build the CONUS minimum</li> <li>See note #9 in Overarching Guidance</li> </ul>
F	Military Career Progression	<ul style="list-style-type: none"> <li>• Calculated by AF/XPM. See note #10 in Overarching Guidance</li> </ul>
G	Civilian Authority & Direction	<ul style="list-style-type: none"> <li>• HQs Staffs: Includes Pentagon, MAJCOM staff, Center staffs and the Commander and Deputy in each Contracting Squadron</li> </ul>

**POC: Mr Terence Wise, SAF/AQCX, 425-7076, wiset@af.pentagon.mil**

**CONTRACTING, DoD Function Code Y600**  
**FAC 1250 Contracting and Acquisition Staff; 1251 Operational Contracting;**  
**1252 Central Systems Contracting/Acquisition; 1253 Production/Manufacturing;**  
**1254 Contract Administration; 1255 Quality Assurance; 1256 Contract Pricing;**  
**1257 R&D Contracting/Acquisition; 12A0 Contracting Squadron;**  
**12A1 Construction Flight; 12B1 Mgmt Analysis Support Flight; 12C1 Commodities Flight;**  
**12D1 Services Flight; 12E1 Special Contracting**

**IF GUIDANCE BELOW IS BLANK FOR A PARTICULAR CODE, THE**  
**OVERARCHING GUIDANCE PROVIDES ALL NECESSARY INFORMATION FOR**  
**THIS FAC/AFSC**

Force Mix Code	Short Title	CONTRACTING Functional Guidance
		<ul style="list-style-type: none"> <li>Numbered Air Force</li> <li>Chapter 1, Title 48 CFR, as delineated in Federal Acquisition Regulations, Subpart 7.5 - Inherently Governmental Functions, paragraph 7.503 ( c )(12)</li> <li>Critical Acquisition Positions</li> <li>Civilian Contracting Officers</li> <li>AF FAC 1255 Quality Assurance</li> </ul>
H	Civilian Expertise & Control	<ul style="list-style-type: none"> <li>Contract administration and evaluation</li> </ul>
I	Civilian National Security/Risk	<ul style="list-style-type: none"> <li>Emergency essential civilians (in PD) and not included under codes G and H above</li> <li>Civilians OCONUS not included under codes G and H above</li> </ul>
J	Executive Order, Law, Treaty, International Agreement	<ul style="list-style-type: none"> <li>Foreign National direct hires</li> <li>Foreign National indirect hires</li> <li>Foreign Military Sales (country funded)</li> </ul>
K	Legislatively Mandated Floor	<ul style="list-style-type: none"> <li>NONE</li> </ul>
L	Management Determination	
M	Completed Cost Comparison	
N	Pending Contract Award	
O	Pending Cost Comparison	
P	Pending Restructuring	
Q	Terminated Cost Comparison	
R	Subject to Review	<ul style="list-style-type: none"> <li>Any positions not coded above</li> <li>Review for non-severable and code L</li> </ul>

POC: Mr Terence Wise, SAF/AQCX, 425-7076, wiset@af.pentagon.mil

## PERSONNEL

**AFSC 36XX, 3SXXX FAC 1014, 1600, 1601, 1603, 1604, 1605, 1606, 1607, 1608, 1610, 1620, 1629, 1666 1695 160Y, 16B1, 16C1, 16D1, 16E1 16F1 and 16W1**

**IF GUIDANCE BELOW IS BLANK FOR A PARTICULAR CODE, THE OVERARCHING GUIDANCE PROVIDES ALL NECESSARY INFORMATION FOR THIS FAC/AFSC**

Force Mix Code	Short Title	• Functional Guidance
A	Military Combat	
B	Military Combat Augmentation	
C	Military Unique Knowledge & Skill	<ul style="list-style-type: none"> <li>• FACs 1014 &amp; 1629- All military not in A or B</li> <li>• FAC 16B1 <ul style="list-style-type: none"> <li>• MPF Commander</li> <li>• MPF Superintendent</li> <li>• Readiness Section</li> <li>• Section Chiefs/Superintendent</li> <li>• Casualty Notification</li> </ul> </li> </ul>
D	Military Image & Esprit de Corps	
E	Military Rotation	
F	Military Career Progression	
G	Civilian Authority and Direction	<ul style="list-style-type: none"> <li>• FAC 16C1: Civilian Personnel Officer</li> <li>• FAC 16E1: Education Services Officers</li> <li>• FAC 16F1: FSC Directors</li> <li>• FACs 16B1, 16C1, 16D1 &amp; 16E1 Civilian Training Managers with responsibility for resource management, contract administration and evaluation and program implementation guidance responsibilities.</li> </ul>
H	Civilian Expertise & Control	<ul style="list-style-type: none"> <li>• FAC 1014 All positions</li> <li>• FAC 16B1 Casualty Notification</li> <li>• FAC 16C1: Staffing, Benefits and Entitlements, and Classification sufficient for oversight and rendering of value judgements</li> </ul>

**POC: Primary: Joe Rechtermann, AF/DPFX, DSN 225-7425, rechtermann.joe@dp.hq.af.mil**  
**FAC 1014, SMSgt Maxwell, AFPC/DPSFM, DSN 487-6170**  
**FACs 1601 & 1695, Lt Col Hankerson, AF/DPCH, DSN 224-8466**  
**FAC 1604, Lt Col Swilling, AF/DPXFC, DSN 224-8273**  
**FACs 1608 & 16C1, Ms. Salvatori, AF/DPFX, DSN 225-5989**  
**FAC 16F1, Lt Col Rothwell, AF/DPD, DSN 227-4720**  
**Orderly rooms FACs 1629, 160Y, Lt Col Nesselrode, AF/DPFXC, DSN 225-0735**

**PERSONNEL**

**AFSC 36XX, 3SXXX FAC 1014, 1600, 1601, 1603, 1604, 1605, 1606, 1607, 1608, 1610, 1620, 1629, 1666 1695 160Y, 16B1, 16C1, 16D1, 16E1 16F1 and 16W1**

**IF GUIDANCE BELOW IS BLANK FOR A PARTICULAR CODE, THE OVERARCHING GUIDANCE PROVIDES ALL NECESSARY INFORMATION FOR THIS FAC/AFSC**

<b>Force Mix Code</b>	<b>Short Title</b>	<b>• Functional Guidance</b>
I	Civilian National Security or Operational Risk	
J	Executive Order, Law, Treaty, International Agreement	<ul style="list-style-type: none"><li>• FAC 1601 All positions</li><li>• FAC 1695 All positions</li></ul>
K	Legislatively Mandated Floors	
L	DoD Management Determination	
M	Based on Cost Comparison	
N	Pending Contract Award	
O	Pending Cost Comparison Results	
P	Pending Restructuring Decision	
Q	Based on Terminated Cost Comparison	
R	Subject to Review	

**POC: Primary: Joe Rechtermann, AF/DPFX, DSN 225-7425, rechtermann.joe@dp.hq.af.mil  
FAC 1014, SMSgt Maxwell, AFPC/DPSFM, DSN 487-6170  
FACs 1601 & 1695, Lt Col Hankerson, AF/DPCH, DSN 224-8466  
FAC 1604, Lt Col Swilling, AF/DPXFC, DSN 224-8273  
FACs 1608 & 16C1, Ms. Salvatori, AF/DPFX, DSN 225-5989  
FAC 16F1, Lt Col Rothwell, AF/DPD, DSN 227-4720  
Orderly rooms FACs 1629, 160Y, Lt Col Nesselrode, AF/DPFXC, DSN 225-0735**

## PERSONNEL

**FUNCTION: Unit Orderly Rooms and Other Support Functions (Office & Enlisted, Personnel and Training Authorizations)**

**FUNCTIONAL ACCOUNT CODE: 1010, 1012, 101Y, 10A0, 13A0, 1600, 1604, 1606, 1663, 16D1, 2100, 21A0, 21B1, 21C1, 22A1, 23A0, 23A1, 2E0Z, 3100, 3101, 3119, 3140, 31A0, 31A1, 3500, 3701, 370X, 370Y, 370Z, 38A0, 41A0, 43A0, 4409, 44CE, 4930, and 5100.**

**IF GUIDANCE BELOW IS BLANK FOR A PARTICULAR CODE, THE OVERARCHING GUIDANCE PROVIDES ALL NECESSARY INFORMATION FOR THIS FAC/AFSC**

Force Mix Code	Short Title	• Functional Guidance
A	Military Combat	
B	Military Combat Augmentation	
C	Military Unique Knowledge & Skill	
D	Military Image & Esprit de Corps	
E	Military Rotation	
F	Military Career Progression	
G	Civilian Authority and Direction	
H	Civilian Expertise & Control	<ul style="list-style-type: none"><li>• Command Section (Not identified in I)<ul style="list-style-type: none"><li>• Orderly Rooms</li><li>• Commander's staff</li></ul></li></ul>
I	Civilian National Security or Operational Risk	
J	Executive Order, Law, Treaty, International Agreement	
K	Legislatively Mandated Floors	
L	DoD Management Determination	
M	Based on Cost Comparison	
N	Pending Contract Award	
O	Pending Cost Comparison Results	
P	Pending Restructuring Decision	
Q	Based on Terminated Cost Comparison	
R	Subject to Review	

**POC: Lt Col Nesselrode, HQ USAF/DPXC, DSN 225-0735**

**PERSONNEL**  
**FUNCTION: Recruiting**  
**FUNCTIONAL ACCOUNT CODE: 1690**

**IF GUIDANCE BELOW IS BLANK FOR A PARTICULAR CODE, THE  
OVERARCHING GUIDANCE PROVIDES ALL NECESSARY INFORMATION FOR  
THIS FAC/AFSC**

Force Mix Code	Short Title	Functional Guidance
A	Military Combat	
B	Military Combat Augmentation	
C	Military Unique Knowledge & Skill	<ul style="list-style-type: none"> <li>• 30C0 Commander - Officer</li> <li>• 16R4 Planning and Programming - Officer</li> <li>• 8F000 First Sergeant - Enlisted</li> <li>• 51j4 - Legal Officer</li> <li>• 65f3 Financial Management</li> <li>• 3n090 Public Affairs - Enlisted</li> </ul>
D	Military Image & Esprit de Corps	<ul style="list-style-type: none"> <li>• 8R000 Recruiter - Enlisted</li> <li>• 35p4 Public Affairs - Officer</li> <li>• 41a3 Health Services Administrator - Officer assigned Recruiting Duty</li> <li>• 41a4 Health Services Administrator - Officer assigned Recruiting Duty</li> <li>• 42g3 Biomedical Clinician - Officer assigned Recruiting Duty</li> <li>• 42g4 Biomedical Clinician - Officer assigned Recruiting Duty</li> <li>• 42n3a Biomedical Clinician - Officer assigned Recruiting Duty</li> <li>• 42s4 Biomedical Clinician - Officer assigned Recruiting Duty</li> <li>• 43a3 Biomedical Specialist - Officer assigned Recruiting Duty</li> <li>• 43h3 Biomedical Specialist - Officer assigned Recruiting Duty</li> <li>• 43p3 Biomedical Specialist - Officer assigned Recruiting Duty</li> <li>• 46a4 Nurse - Officer assigned Recruiting Duty</li> <li>• 46n3 Nurse - Officer assigned Recruiting Duty</li> <li>• 46p3 Nurse - Officer assigned Recruiting Duty</li> <li>• 52r3 Chaplain - Officer assigned Recruiting Duty</li> <li>• 83r0 Recruiting Service - Officer</li> <li>• 3n051 Public Affairs - Enlisted</li> </ul>

**POC: CMsgt Markus, HQ USAF/DPXFA, DSN 225-3594**

**PERSONNEL**  
**FUNCTION: Recruiting**  
**FUNCTIONAL ACCOUNT CODE: 1690**

**IF GUIDANCE BELOW IS BLANK FOR A PARTICULAR CODE, THE  
OVERARCHING GUIDANCE PROVIDES ALL NECESSARY INFORMATION FOR  
THIS FAC/AFSC**

Force Mix Code	Short Title	Functional Guidance
		<ul style="list-style-type: none"> <li>3n071 Public Affairs - Enlisted</li> </ul>
E	Military Rotation	
F	Military Career Progression	
G	Civilian Authority and Direction	<ul style="list-style-type: none"> <li>63a3 Acquisition Management</li> <li>65f3 Financial Management (civilians only)</li> <li>6f171 (Active Force) Financial Analysis Craftsman</li> <li>6f171 (AF Reserve) Financial Analysis Craftsman</li> <li>6f191 Financial Analysis Superintendent</li> </ul>
H	Civilian Expertise & Control	<ul style="list-style-type: none"> <li>33s4 Communications-Computer Systems</li> <li>35p3 Public Affairs</li> <li>3n090 Public Affairs (civilians only)</li> </ul>
I	Civilian National Security or Operational Risk	
J	Executive Order, Law, Treaty, International Agreement	
K	Legislatively Mandated Floors	
L	DoD Management Determination	
M	Based on Cost Comparison	
N	Pending Contract Award	
O	Pending Cost Comparison Results	
P	Pending Restructuring Decision	
Q	Based on Terminated Cost Comparison	
R	Subject to Review	

**POC: CMsgt Markus, HQ USAF/DPXFA, DSN 225-3594**

**PERSONNEL**

**FACs 16A1, 16H1, 3600, 3610, 3614, 3615, 3616, 3618, 361C, 3620, 362A, 362C, 362F, 362P, 362R, 3630, 3650, 3660, 3670, 3680 and 3690**

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THIS FAC/AFSC**

<b>Force Mix Code</b>	<b>Short Title</b>	<b>Functional Guidance</b>
A	Military Combat	
B	Military Combat Augmentation	
C	Military Unique Knowledge/Skill	<ul style="list-style-type: none"><li>• Commandants, Deans and Faculty/Instructors</li><li>• Comptroller/Resource Management</li><li>• Research</li></ul>
D	Military Image & Esprit de Corps	<ul style="list-style-type: none"><li>• Recruit Operations</li></ul>
E	Military Rotation	
F	Military Career Progression	
G	Civilian Authority & Direction	<ul style="list-style-type: none"><li>• Comptroller/Resource Management</li><li>• Research</li></ul>
H	Civilian Expertise & Control	<ul style="list-style-type: none"><li>• Commandants, Deans and Faculty</li></ul>
I	Civilian National Security/Risk	
J	Executive Order, Law, Treaty, International Agreement	
K	Legislatively Mandated Floor	
L	Management Determination	
M	Completed Cost Comparison	
N	Pending Contract Award	
O	Pending Cost Comparison	
P	Pending Restructuring	
Q	Terminated Cost Comparison	
R	Subject to Review	

**POC: Ms. Linda Cassellari, AF/DPDE, DSN 225-5569**

**PERSONNEL**

**FACs 3721, 3722, 3723, 3724, 3725, 3726, 3727, 3731, 3733, 3740, 3741, 3742, 3743, 3744, 3745, 3746, 3747, 3748, 3750, 3760, 3770, 3780, 3781, 3782, 3783, 3790, 3791, 3792, 3793, 3794, 3795, 3796, 3797, 3798, 3799, 37MO**

**IF GUIDANCE BELOW IS BLANK FOR A PARTICULAR CODE, THE  
OVERARCHING GUIDANCE PROVIDES ALL NECESSARY INFORMATION FOR  
THIS FAC/AFSC**

Force Mix Code	Short Title	Functional Guidance
A	Military Combat	
B	Military Combat Augmentation	
C	Military Unique Knowledge/Skill	• Instructors
D	Military Image & Esprit de Corps	
E	Military Rotation	
F	Military Career Progression	
G	Civilian Authority & Direction	
H	Civilian Expertise & Control	• Instructors
I	Civilian National Security/Risk	
J	Executive Order, Law, Treaty, International Agreement	
K	Legislatively Mandated Floor	
L	Management Determination	
M	Completed Cost Comparison	
N	Pending Contract Award	
O	Pending Cost Comparison	
P	Pending Restructuring	
Q	Terminated Cost Comparison	
R	Subject to Review	

**POC: Ms. Linda Cassellari, AF/DPDE, DSN 225-5569**

## PERSONNEL

FACs 4940, 5701, 5703 and 5704

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THIS FAC/AFSC**

Force Mix Code	Short Title	Functional Guidance
A	Military Combat	
B	Military Combat Augmentation	
C	Military Unique Knowledge/Skill	• Instructors
D	Military Image & Esprit de Corps	
E	Military Rotation	
F	Military Career Progression	
G	Civilian Authority & Direction	
H	Civilian Expertise & Control	• Instructors • Command Section/Support
I	Civilian National Security/Risk	
J	Executive Order, Law, Treaty, International Agreement	
K	Legislatively Mandated Floor	
L	Management Determination	
M	Completed Cost Comparison	
N	Pending Contract Award	
O	Pending Cost Comparison	
P	Pending Restructuring	
Q	Terminated Cost Comparison	
R	Subject to Review	

POC: Ms. Linda Cassellari, AF/DPDE, DSN 225-5569

**FINANCIAL MANAGEMENT (FM)**  
**AFSC 065X, 6F0XX, 6F1XX FAC 151A (See Note 1)**

**IF GUIDANCE BELOW IS BLANK FOR A PARTICULAR CODE, THE  
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THIS FAC/AFSC**

Force Mix Code	Short Title	Functional Guidance
A	Military Combat	
B	Military Combat Augmentation	
C	Military Unique Knowledge & Skill	<ul style="list-style-type: none"> <li>All AFS 065,6f0 &amp;6f1 billets not coded A, B, M, N, O, P, Q, or R (see note 2)</li> </ul>
D	Military Image & Esprit de Corps	
E	Military Rotation	
F	Military Career Progression	
G	Civilian Authority and Direction	<ul style="list-style-type: none"> <li>All AFS 065,6f0 &amp;6f1 billets not coded M, N, O, P, Q, or R (see note 2)</li> </ul>
H	Civilian Expertise & Control	
I	Civilian National Security or Operational Risk	
J	Executive Order, Law, Treaty, International Agreement	
K	Legislatively Mandated Floors	
L	DoD Management Determination	
M	Based on Cost Comparison	
N	Pending Contract Award	
O	Pending Cost Comparison Results	
P	Pending Restructuring Decision	
Q	Based on Terminated Cost Comparison	
R	Subject to Review	<ul style="list-style-type: none"> <li>See note 3</li> </ul>

Notes: 1) FM Organizations use several different FACs

2) Comptroller billets are inherently governmental (C for military, G for civilian) because their duties include the following:

Collect public funds; allocate resources, obligate and disburse funds, and terminate contracts; resource management; render value judgments, develop recommendations, and establish management criteria on behalf of the government, e.g. program priorities, budget requests, contract awards; play and informed role in areas such as contract administration and evaluation;

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**FINANCIAL MANAGEMENT (FM)**  
**AFSC 065X, 6F0XX, 6F1XX FAC 151A (See Note 1)**

**IF GUIDANCE BELOW IS BLANK FOR A PARTICULAR CODE, THE**  
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**THIS FAC/AFSC**

maintain sufficient levels of oversight, control and accountability over government operations and federally funded projects and tasks; develop government positions, testimony, legislation, and response to the Congress and audit organizations; approve strategic plans, program objectives, functional requirements, and performance criteria; and, approve policies, directives, and regulations in assigned missions and functions.

3) Code following JUMP START/Reengineering Candidates as R:

11896 ACC 34 ENL + 1 CIV DTS  
11896 AFSPC 8 ENL DTS  
27596 USAFE 23 ENL + 4 CIV DTS  
27596 AETC 6 ENL DTS  
27596 PACAF 36 ENL DTS  
27596 AFSOC 5 ENL DTS  
27596 ACC 36 ENL + 2 CIV DTS  
35896 AFSPC 13 ENL DTS  
41896 AETC 7 ENL DTS  
41896 AMC 52 ENL + 1 CIV DTS  
85896 AETC 44 ENL + 2 CIV DTS  
85896 USAFA 3 ENL DTS  
91296 11 WG 18 ENL DTS  
AFMC 67 ENL + 13 CIV DTS  
USAFE 6 OFF + 119 ENL + 93 CIV CAPITALIZATION  
AFELM 11 OFF + 419 ENL DFAS REDUCTION

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**CHAPLAIN SERVICE (HC)  
AFSC 52RX, 5R0XX FAC 1050, 1051, 105A**

**IF GUIDANCE BELOW IS BLANK FOR A PARTICULAR CODE, THE  
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THIS FAC/AFSC**

Force Mix Code	Short Title	Functional Guidance
A	Military Combat	<ul style="list-style-type: none"> <li>UTC tasked positions: <ul style="list-style-type: none"> <li>Code active duty UTCs in AF WMP III, Pt 2 as A1</li> </ul> </li> <li>HC will not use code A2</li> <li>Code all O-CONUS manpower positions as A3 <ul style="list-style-type: none"> <li>Includes PACAF manpower positions in Hawaii, Alaska and Guam</li> </ul> </li> <li>HC will not use code A4</li> </ul>
B	Military Combat Augmentation	<ul style="list-style-type: none"> <li>Casualty replacement &amp; non-deployable rate: Add all manpower positions coded A1 or A3. Then multiply the total by 15% to determine the number of positions allowed for casualty replacement and non-deployable rate. Credit the 15% allocation for casualty replacement and non-deployable rate against the active duty force. Finally, identify and code the active duty manpower positions to be coded as B.</li> </ul>
C	Military Unique Knowledge & Skill	<ul style="list-style-type: none"> <li>Code all military positions not coded A or B as C <ul style="list-style-type: none"> <li>Air Staff, MAJCOM, DRU, FOA and Wing level or equivalent</li> <li>Personnel Management Division (DPAH)</li> <li>Recruiting Service</li> <li>CSI faculty and staff</li> <li>Students (AFIT, CPE, Interns, resident ACSC, AWC, NWC)</li> <li>Special Assignments</li> </ul> </li> </ul>
D	Military Image & Esprit de Corps	<ul style="list-style-type: none"> <li>None</li> </ul>
E	Military Rotation	<ul style="list-style-type: none"> <li>This is a maximum figure after accounting for codes A-C</li> <li>Percentage of HC positions automatically will be allocated by the MAJCOMs</li> <li>Determined by 1.8 CONUS positions for every 1 O-CONUS position</li> <li>Applies to CONUS positions only</li> <li>If all HC manpower positions are accounted for using</li> </ul>

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**CHAPLAIN SERVICE (HC)  
AFSC 52RX, 5R0XX FAC 1050, 1051, 105A**

**IF GUIDANCE BELOW IS BLANK FOR A PARTICULAR CODE, THE  
OVERARCHING GUIDANCE PROVIDES ALL NECESSARY INFORMATION FOR  
THIS FAC/AFSC**

Force Mix Code	Short Title	Functional Guidance
		<p>codes A, B and C, no Chaplain Service positions will be coded E</p> <ul style="list-style-type: none"> <li>• If you cannot code your allocation of “E”, contact the MAJCOM Manpower FAM and AF HCP</li> </ul>
F	Military Career Progression	<ul style="list-style-type: none"> <li>• Maximum figure after accounting for codes A-E</li> <li>• Percentage of HC positions automatically will be allocated by the MAJCOMs</li> <li>• If all HC manpower positions are accounted for using codes A, B, C, and E, no Chaplain Service positions will be coded F</li> <li>• If you cannot code your allocation of “F”, contact the MAJCOM Manpower FAM and AF HCP</li> </ul>
G	Civilian Authority and Direction	<ul style="list-style-type: none"> <li>• Air Staff HC civilian positions</li> </ul>
H	Civilian Expertise & Control	<ul style="list-style-type: none"> <li>• HC civilian positions at MAJCOM, DRU, FOA, DPAH, CSI and Wing level or equivalent</li> </ul>
I	Civilian National Security or Operational Risk	<ul style="list-style-type: none"> <li>• None</li> </ul>
J	Executive Order, Law, Treaty, International Agreement	<ul style="list-style-type: none"> <li>• None</li> </ul>
K	Legislatively Mandated Floors	<ul style="list-style-type: none"> <li>• None</li> </ul>
L	DoD Management Determination	<ul style="list-style-type: none"> <li>• None</li> </ul>
M	Based on Cost Comparison	<ul style="list-style-type: none"> <li>• None</li> </ul>
N	Pending Contract Award	<ul style="list-style-type: none"> <li>• None</li> </ul>
O	Pending Cost Comparison Results	<ul style="list-style-type: none"> <li>• None</li> </ul>
P	Pending Restructuring Decision	<ul style="list-style-type: none"> <li>• None</li> </ul>
Q	Based on Terminated Cost Comparison	<ul style="list-style-type: none"> <li>• None</li> </ul>
R	Subject to Review	<ul style="list-style-type: none"> <li>• Any positions not coded above: <ul style="list-style-type: none"> <li>• Include military positions not coded A, B, C, E or F</li> </ul> </li> <li>• Include civilian positions not coded G or H</li> </ul>

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**HISTORY & MUSEUM PROGRAM**  
**FAC 101A, 1015, 101B, 4993**

**IF GUIDANCE BELOW IS BLANK FOR A PARTICULAR CODE, THE  
OVERARCHING GUIDANCE PROVIDES ALL NECESSARY INFORMATION FOR  
THIS FAC/AFSC**

Force Mix Code	Short Title	Functional Guidance
A	Military Combat	<ul style="list-style-type: none"> <li>For A2. Hardline PECs—NA for these FACs</li> </ul>
B	Military Combat Augmentation	
C	Military Unique Knowledge & Skill	<ul style="list-style-type: none"> <li>HQ USAF/HO</li> <li>Historian positions (see Note 1), identified in UAF by AFSCs 84H0 and 3H0XX, at: <ul style="list-style-type: none"> <li>AFHRA &amp; AFHSO</li> <li>HQ MAJCOM/HO</li> <li>Wing or equivalent History Offices</li> </ul> </li> </ul>
D	Military Image & Esprit de Corps	
E	Military Rotation	
F	Military Career Progression	
G	Civilian Authority and Direction	<ul style="list-style-type: none"> <li>HQ USAF/HO</li> <li>HQ MAJCOM/HO</li> <li>HQ NAF/HO (above line only)</li> <li>USAFM (Director)</li> </ul>
H	Civilian Expertise & Control	<ul style="list-style-type: none"> <li>Historian positions (see Note 1), identified in UAF by AFSCs 84H0 and 3H0XX, at: <ul style="list-style-type: none"> <li>AFHRA &amp; AFHSO (see Note 2)</li> <li>Wing or equivalent History Offices</li> </ul> </li> <li>USAFM (GS12 and higher—see Note 3)</li> <li>Field Museum Directors (see Note 4)</li> </ul>
I	Civilian National Security or Operational Risk	
J	Executive Order, Law, Treaty, International Agreement	
K	Legislatively Mandated Floors	
L	DoD Management Determination	
M	Based on Cost Comparison	
N	Pending Contract Award	
O	Pending Cost Comparison Results	
P	Pending Restructuring Decision	<ul style="list-style-type: none"> <li>BRAC locations, i.e., SA-ALC/HO, Kelly &amp; SM-ALC/HO, McClellan (if not already coded)</li> </ul>
Q	Based on Terminated Cost Comparison	

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**HISTORY & MUSEUM PROGRAM  
FAC 101A, 1015, 101B, 4993**

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THIS FAC/AFSC**

Force Mix Code	Short Title	Functional Guidance
R	Subject to Review	<ul style="list-style-type: none"><li>JUMP START/Reengineering candidates (none for these FACs)</li></ul>

**NOTE 1.** Military and civilian historians develop specialized knowledge of the Air Force – including its institutional history, weapon systems, and infrastructure -- throughout their Air Force careers. This specialized, corporate knowledge is used to assist government officials with planning, advice, and policy formulation for matters that are military in nature, strategic planning and direction of the military forces, contingency planning, development of military doctrine and tactics, the rendering of value judgments, development of recommendations, government positions, Congressional testimony, responses to Congressional inquiries, etc.

**NOTE 2.** Other positions may be justified for Code H if they meet the conditions in OSD/AF overarching guidance. Provide justification to AF/HO for review.

**NOTE 3.** Using GS12s and above provides an easy method to identify a minimum number of positions necessary for oversight and control of the government property owned by the USAFM. Additional positions may be Code H if they meet the conditions in OSD/AF overarching guidance. Provide justification to AF/HO for review.

**NOTE 4.** The Field Museum Directors are Code H to provide oversight and control of government property; one position should be sufficient for most field museums. In some larger field museums, an additional position may be justified due to size of collection. Provide justification to AF/HO for review.

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**INSPECTION AND INSPECTION STAFF  
FAC 1030 and 1031**

**IF GUIDANCE BELOW IS BLANK FOR A PARTICULAR CODE, THE  
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THIS FAC/AFSC**

Force Mix Code	Short Title	Functional Guidance
A	Military Combat	<ul style="list-style-type: none"> <li>A3 - All OCONUS (Non-48 contiguous states) Military IG personnel (e.g., USAFE, PACAF)</li> </ul>
B	Military Combat Augmentation	
C	Military Unique Knowledge & Skill	<ul style="list-style-type: none"> <li>CONUS (48 contiguous states) based military personnel assigned to SAF/IG, MAJCOM/IG, NGB/IG, NAF/IG, DRU IG, FOA IG or AFIA <b><u>who primarily perform</u></b> one of the following IG staff functions: <ul style="list-style-type: none"> <li>IG-staff management (The IGs and division and branch chiefs)</li> <li>Inspection or assessment</li> <li>Complaint or inquiry processing</li> <li>FW&amp;A processing</li> <li>Freedom of Information Act processing</li> <li>Management reviews</li> </ul> </li> <li>CONUS based Wing IGs and wing designated military personnel <b><u>who primarily perform</u></b> previously identified IG staff functions</li> <li>CONUS based military personnel assigned to other government agencies <b><u>who primarily perform</u></b> previously identified IG staff functions</li> </ul>
D	Military Image & Esprit de Corps	
E	Military Rotation	
F	Military Career Progression	
G	Civilian Authority and Direction	
H	Civilian Expertise & Control	<ul style="list-style-type: none"> <li>Civilian personnel assigned to SAF/IG, MAJCOM/IG, NGB/IG, NAF/IG, DRU IG, FOA IG or AFIA <b><u>who primarily perform</u></b> one of the following IG staff functions (includes overseas): <ul style="list-style-type: none"> <li>IG-staff management (The IGs and division and branch chiefs)</li> <li>Inspection or assessment</li> <li>Complaint or inquiry processing</li> <li>FW&amp;A processing</li> </ul> </li> </ul>

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**INSPECTION AND INSPECTION STAFF  
FAC 1030 and 1031**

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THIS FAC/AFSC**

Force Mix Code	Short Title	Functional Guidance
		<ul style="list-style-type: none"> <li>Freedom of Information Act processing</li> <li>Management reviews</li> <li>Wing designated civilian personnel <b><u>who primarily perform</u></b> previously identified IG staff functions</li> <li>Civilian personnel assigned to other government agencies who primarily perform previously identified IG staff functions</li> </ul>
I	Civilian National Security or Operational Risk	
J	Executive Order, Law, Treaty, International Agreement	
K	Legislatively Mandated Floors	
L	DoD Management Determination	<ul style="list-style-type: none"> <li>Personnel designated by the SAF/IG as “government-employee” essential (<i>note: no level below SAF/IG has this authority</i>).</li> </ul>
M	Based on Cost Comparison	
N	Pending Contract Award	
O	Pending Cost Comparison Results	
P	Pending Restructuring Decision	
Q	Based on Terminated Cost Comparison	
R	Subject to Review	<ul style="list-style-type: none"> <li>Any positions not coded above. Should include home-station support functions (e.g., admin, finance, scheduling, audio visual, computer support, etc.). <b><u>Work with functional owners on how your organization is coding per instructions provided above table</u></b></li> </ul>

**NOTE: This guidance applies to active duty personnel only. NGB and Reserve personnel should refer to specific NGB and Reserve guidance.**

**Since there are no specific AFSCs traditionally associated with the inspection FACs, individuals coding these positions must coordinate closely with functional managers. Particular attention should be paid to Force Mix Code R. Seek guidance from functional managers to ensure consistency between FACs or to support organizational initiatives (e.g.,**

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**INSPECTION AND INSPECTION STAFF  
FAC 1030 and 1031**

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a MAJCOM HQ may determine that all computer support should be outsourced, or that all finance support in the HQ is code C).

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**MAINTENANCE**  
**FAC 1230, 1231, 21XX, 22XX, 23XX, 24XX, 25XX, 27XX, 28XX, 2AXX, 2CXX, 2EXX,**  
**2FXX, 2GXX, 2MXX, 2RXX**  
**AND ALL MAINTENANCE AFSCs (21XX, 2AXX, 2PXX, 2RXX) OUTSIDE NORMAL**  
**MAINTENANCE ORGANIZATIONS**

**IF GUIDANCE BELOW IS BLANK FOR A PARTICULAR CODE, THE**  
**OVERARCHING GUIDANCE PROVIDES ALL NECESSARY INFORMATION FOR**  
**THIS FAC/AFSC**

Force Mix Code	Short Title	Functional Guidance
A	Military Combat	
B	Military Combat Augmentation	
C	Military Unique Knowledge & Skill	Includes HAF and MAJCOM above and below the line positions Presidential Maintenance/Support 2W2 Nuclear Maintenance Personnel Instructors at AFIT/School House, exercise sites
D	Military Image & Esprit de Corps	
E	Military Rotation	
F	Military Career Progression	
G	Civilian Authority and Direction	Directors and Deputies Includes HAF and MAJCOM above and below the line positions Instructors at AFIT/School House, exercise sites
H	Civilian Expertise & Control	Presidential Maintenance/Support
I	Civilian National Security or Operational Risk	
J	Executive Order, Law, Treaty, International Agreement	
K	Legislatively Mandated Floors	Civilians performing workload required to sustain both depot core logistics capability and additional workload required to sustain the legislatively mandated 50/50 floor
L	DoD Management Determination	
M	Based on Cost Comparison	
N	Pending Contract Award	
O	Pending Cost Comparison Results	
P	Pending Restructuring Decision	
Q	Based on Terminated Cost Comparison	
R	Subject to Review	

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**MUNITIONS/WEAPONS**  
**FAC : 1232, 1262, 24XX, 25XX, 27XX, 28XX, 2FXX, 2GXX, 2MXX, 2RXX AND ALL**  
**MUNITIONS/WEAPONS AFSCs (2WXX, 2MXX, ,21XX) OUTSIDE NORMAL**  
**MUNITIONS/WEAPONS ORGANIZATIONS**

**IF GUIDANCE BELOW IS BLANK FOR A PARTICULAR CODE, THE**  
**OVERARCHING GUIDANCE PROVIDES ALL NECESSARY INFORMATION FOR**  
**THIS FAC/AFSC**

Force Mix Code	Short Title	Functional Guidance
A	Military Combat	
B	Military Combat Augmentation	
C	Military Unique Knowledge & Skill	Presidential Maintenance/Support 2W2 Nuclear Maintenance Personnel Includes HAF and MAJCOM above and below the line positions Instructors at AFIT/School House, exercise sites
D	Military Image & Esprit de Corps	
E	Military Rotation	
F	Military Career Progression	
G	Civilian Authority and Direction	Directors and Deputies Includes HAF and MAJCOM above and below the line positions Instructors at AFIT/School House, exercise sites
H	Civilian Expertise & Control	Presidential Maintenance/Support
I	Civilian National Security or Operational Risk	
J	Executive Order, Law, Treaty, International Agreement	
K	Legislatively Mandated Floors	Civilians performing workload required to sustain both depot core logistics capability and additional workload required to sustain the legislatively mandated 50/50 floor
L	DoD Management Determination	
M	Based on Cost Comparison	
N	Pending Contract Award	
O	Pending Cost Comparison Results	
P	Pending Restructuring Decision	
Q	Based on Terminated Cost Comparison	
R	Subject to Review	

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**SUPPLY/FUELS**  
**ALL FACs WITH SUPPLY (AFSC 2SXXX) AND FUELS (AFSC 2FXXX)**

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THIS FAC/AFSC**

Force Mix Code	Short Title	Functional Guidance
A	Military Combat	<ul style="list-style-type: none"> <li>Ensure you include all FAC 41 positions tasked in 3XXXX UTCs</li> </ul>
B	Military Combat Augmentation	
C	Military Unique Knowledge & Skill	<ul style="list-style-type: none"> <li>AFLMA, Wholesale Logistics, LEAP, AFPET, AFPC, functionals at SSG</li> <li>Instructors at AFIT/School house, exercise sites</li> <li>Regionalized Supply Squadrons</li> <li>Includes HAF and MAJCOM above and below the line positions</li> <li>Instructors at AFIT/School House, exercise sites</li> </ul>
D	Military Image & Esprit de Corps	
E	Military Rotation	
F	Military Career Progression	
G	Civilian Authority and Direction	<ul style="list-style-type: none"> <li>Deputy Chiefs of Supply</li> <li>Includes HAF and MAJCOM above and below the line positions</li> <li>Instructors at AFIT/School House, exercise sites</li> </ul>
H	Civilian Expertise & Control	<ul style="list-style-type: none"> <li>Branch Chiefs/Facility Managers</li> <li>Labs/FAS</li> <li>AFLMA</li> <li>Regionalized supply squadrons</li> <li>Career Broadening Program</li> </ul>
I	Civilian National Security or Operational Risk	
J	Executive Order, Law, Treaty, International Agreement	
K	Legislatively Mandated Floors	Civilians performing workload required to sustain both depot core logistics capability and additional workload required to sustain the legislatively mandated 50/50 floor
L	DoD Management Determination	
M	Based on Cost Comparison	
N	Pending Contract Award	
O	Pending Cost Comparison Results	
P	Pending Restructuring Decision	

**POC: CMSgt Johnston, HQ USAF/ILSP, DSN 225-3854, johnstor@af.pentagon.mil**

**SUPPLY/FUELS**  
**ALL FACs WITH SUPPLY (AFSC 2SXXX) AND FUELS (AFSC 2FXXX)**

**IF GUIDANCE BELOW IS BLANK FOR A PARTICULAR CODE, THE  
OVERARCHING GUIDANCE PROVIDES ALL NECESSARY INFORMATION FOR  
THIS FAC/AFSC**

Force Mix Code	Short Title	Functional Guidance
Q	Based on Terminated Cost Comparison	
R	Subject to Review	<ul style="list-style-type: none"><li>Includes positions identified for loss due to reengineering/regionalization</li></ul>

**SPECIAL NOTES:**

1. OCONUS positions identified under JUMP START/Reengineering will be coded RJ. Positions that will be transferred to the regional supply center will be coded C. Positions to be cut, as a result of reengineering or regionalization will be coded RJ.
2. Military authorizations in Headquarters (to include HAF and MAJCOMs) whether above or below the line, will be coded C.
3. Civilian authorizations in Headquarters (to include HAF and MAJCOMs) whether above or below the line, will be coded G.

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## TRANSPORTATION

**FAC 420X, 420Y, 4205, 4210, 4212, 4220, 4223, 4224, 4225, 4226, 4227, 4228, 4230, 4231, 4232, 4236, 4237, 4240, 4241, 4242, 4243, 42A0, 42A1, 42A2, 42B0, 42B1, 42C1, 42D1, 42D2, 420, 42E1, 42F1, 42G1, 42H1, 42I1, 42J1, 42K1, 4201, 42P1 AND ALL TRANSPORTATION AFSCs (2T0XX, 2T1XX, , 2T2XX, 2T3XX, 21TX) OUTSIDE NORMAL TRANSPORTATION ORGANIZATIONS**

**IF GUIDANCE BELOW IS BLANK FOR A PARTICULAR CODE, THE OVERARCHING GUIDANCE PROVIDES ALL NECESSARY INFORMATION FOR THIS FAC/AFSC**

Force Mix Code	Short Title	Functional Guidance
A	Military Combat	<ul style="list-style-type: none"> <li>UTC positions tasked by other functionals such as RED HORSE or Combat COMM</li> </ul>
B	Military Combat Augmentation	
C	Military Unique Knowledge & Skill	Instructors at AFIT/School house, exercise sites Includes HAF and MAJCOM above and below the line positions
D	Military Image & Esprit de Corps	
E	Military Rotation	
F	Military Career Progression	
G	Civilian Authority and Direction	Instructors at AFIT/School house, exercise sites Includes HAF and MAJCOM above and below the line positions
H	Civilian Expertise & Control	
I	Civilian National Security or Operational Risk	
J	Executive Order, Law, Treaty, International Agreement	
K	Legislatively Mandated Floors	Civilians performing workload required to sustain both depot core logistics capability and additional workload required to sustain the legislatively mandated 50/50 floor
L	DoD Management Determination	
M	Based on Cost Comparison	
N	Pending Contract Award	
O	Pending Cost Comparison Results	
P	Pending Restructuring Decision	
Q	Based on Terminated Cost Comparison	
R	Subject to Review	

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## SERVICES

**FAC 4500, 4510, 4520, 4522-4532, 4540-4542, 4550, 4560-4563, 45A0, 45A1, 45AA, 45AB, 45B0, 45B1, 45C0, 45C1, 45DJ, 45D0, 45D1, 45D2, 45D3-45D9, 45E0, 45E1-45E7, 45F0-45F4, 45G0, 45G1-45G5, 4600, 4632, 4635, 4640, 4650, 4652, 4670, 4671, 4673-4675, 4677, 4680**

**IF GUIDANCE BELOW IS BLANK FOR A PARTICULAR CODE, THE OVERARCHING GUIDANCE PROVIDES ALL NECESSARY INFORMATION FOR THIS FAC/AFSC**

Force Mix Code	Short Title	Functional Guidance
A	Military Combat	<ul style="list-style-type: none"> <li>UTC tasked positions: Code all food services tasked positions first, fitness positions second, lodging third, linen forth, data last. (A1)</li> </ul>
B	Military Combat Augmentation	
C	Military Unique Knowledge & Skill	<ul style="list-style-type: none"> <li>HQ AFSVA</li> <li>Commanders</li> <li>Deputies</li> <li>Instructors at AFIT/School house, Exercise Sites</li> <li>Includes HAF and MAJCOM above and below the line positions</li> </ul>
D	Military Image & Esprit de Corps	
E	Military Rotation	
F	Military Career Progression	
G	Civilian Authority and Direction	<ul style="list-style-type: none"> <li>HQ AFSVA</li> <li>Directors and Deputies</li> <li>Division/Flight Chiefs</li> <li>Resource Management Procurement positions</li> <li>MWR Logistics positions</li> <li>Includes HAF and MAJCOM above and below the line positions</li> <li>Instructors at AFIT/School House, exercise sites</li> </ul>
H	Civilian Expertise & Control	<ul style="list-style-type: none"> <li>Branch Chiefs/Facility Managers</li> <li>Human Resource</li> <li>Interns and trainees</li> <li>Mortuaries</li> <li>Remote and isolated APF positions in clubs, golf, and bowling code H due to executive oversight and control.</li> <li>Family Day Care positions code H due to their authority to issue federal license certification IAW DoDI 16060.2 and AFI 34-701</li> </ul>

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## SERVICES

**FAC 4500, 4510, 4520, 4522-4532, 4540-4542, 4550, 4560-4563, 45A0, 45A1, 45AA, 45AB, 45B0, 45B1, 45C0, 45C1, 45DJ, 45D0, 45D1, 45D2, 45D3-45D9, 45E0, 45E1-45E7, 45F0-45F4, 45G0, 45G1-45G5, 4600, 4632, 4635, 4640, 4650, 4652, 4670, 4671, 4673-4675, 4677, 4680**

**IF GUIDANCE BELOW IS BLANK FOR A PARTICULAR CODE, THE  
OVERARCHING GUIDANCE PROVIDES ALL NECESSARY INFORMATION FOR  
THIS FAC/AFSC**

Force Mix Code	Short Title	Functional Guidance
I	Civilian National Security or Operational Risk	
J	Executive Order, Law, Treaty, International Agreement	
K	Legislatively Mandated Floors	
L	DoD Management Determination	<ul style="list-style-type: none"> <li>CSAF decision to retain Child Development Centers and Youth in-house, code all positions as L</li> <li>Work performed by civilians which is not severable from tasks performed by UTC tasked military (i.e. food service and fitness) code as L (see overarching guidance).</li> <li>Code any remaining military positions in community centers and lodging which were programmed for migration into food service as L if they did not get coded in A thru F.</li> </ul>
M	Based on Cost Comparison	
N	Pending Contract Award	
O	Pending Cost Comparison Results	
P	Pending Restructuring Decision	
Q	Based on Terminated Cost Comparison	
R	Subject to Review	<ul style="list-style-type: none"> <li>Services Outsourcing Blueprint candidates identified in JUMP START/Reengineering (RJ)--Exclude the following positions from Resource Management due to management authority, fiduciary responsibility, and disposition of government property: Resource Management Flt Chief, Procurement position, and MWR logistics position.</li> <li>Missile Cooks</li> </ul>

### SPECIAL NOTES:

1. Reference AF/DP guidance to code any Services positions in FAC 1609.
2. Reference AF/JA guidance to code any legal personnel in Services in FAC 45AA.

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## SERVICES

**FAC 4500, 4510, 4520, 4522-4532, 4540-4542, 4550, 4560-4563, 45A0, 45A1, 45AA, 45AB, 45B0, 45B1, 45C0, 45C1, 45DJ, 45D0, 45D1, 45D2, 45D3-45D9, 45E0, 45E1-45E7, 45F0-45F4, 45G0, 45G1-45G5, 4600, 4632, 4635, 4640, 4650, 4652, 4670, 4671, 4673-4675, 4677, 4680**

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3. For those Non-SVS AFSC military authorizations in standard SVS organizations **on deploying UTCs**, code those authorizations as Code A1.
4. For those Non-SVS AFSC military authorizations in standard SVS organizations **not on deploying UTCs**, or not falling in a straight-lined authorization such as those above base level, code those authorizations as Code R unless previously approved different and coordinated guidance exists from the other functional community.

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**LOGISTICS PLANS**  
**FAC 21A0, 21D1, 4021 AND ALL LOGISTICS PLANS AFSCs (2GXX, 021GX) OUTSIDE**  
**NORMAL LOGISTICS PLANS ORGANIZATIONS**

**IF GUIDANCE BELOW IS BLANK FOR A PARTICULAR CODE, THE**  
**OVERARCHING GUIDANCE PROVIDES ALL NECESSARY INFORMATION FOR**  
**THIS FAC/AFSC**

Force Mix Code	Short Title	Functional Guidance
A	Military Combat	
B	Military Combat Augmentation	
C	Military Unique Knowledge & Skill	Includes HAF and MAJCOM above and below the line positions Instructors at AFIT/School House, exercise sites
D	Military Image & Esprit de Corps	
E	Military Rotation	
F	Military Career Progression	
G	Civilian Authority and Direction	Includes HAF and MAJCOM above and below the line positions Instructors at AFIT/School House, exercise sites
H	Civilian Expertise & Control	
I	Civilian National Security or Operational Risk	
J	Executive Order, Law, Treaty, International Agreement	
K	Legislatively Mandated Floors	
L	DoD Management Determination	
M	Based on Cost Comparison	
N	Pending Contract Award	
O	Pending Cost Comparison Results	
P	Pending Restructuring Decision	
Q	Based on Terminated Cost Comparison	
R	Subject to Review	

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**JUDGE ADVOCATE**  
**AFSC 51JX AND 5J0XX FAC 102 SERIES (102A, 1020 - 1025)**

**IF GUIDANCE BELOW IS BLANK FOR A PARTICULAR CODE, THE  
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THIS FAC/AFSC**

Force Mix Code	Short Title	Functional Guidance
A	Military Combat	
B	Military Combat Augmentation	
C	Military Unique Knowledge & Skill	<ul style="list-style-type: none"> <li>• The Judge Advocate General</li> <li>• AFLSA/CC</li> <li>• All other military Judge Advocates—51Jx AFSC</li> <li>• Other non-51Jx Military authorizations at HQ USAF, MAJCOM HQ, NAF HQ</li> <li>• All other military Paralegals--5J0xx AFSC (Note 1)</li> <li>• Those military personnel who require direct supervision and guidance to perform their duties (e.g., discharge techs)</li> </ul>
D	Military Image & Esprit de Corps	
E	Military Rotation	
F	Military Career Progression	
G	Civilian Authority and Direction	<ul style="list-style-type: none"> <li>• SES civilian attorneys</li> </ul>
H	Civilian Expertise & Control	<ul style="list-style-type: none"> <li>• Civilian attorneys not in G</li> <li>• Civilian paralegals (Note 2)</li> <li>• Other civilian employees who require direct supervision and guidance to perform their duties (e.g., claims examiners, discharge technicians)</li> </ul>
I	Civilian National Security or Operational Risk	
J	Executive Order, Law, Treaty, International Agreement	
K	Legislatively Mandated Floors	
L	DoD Management Determination	
M	Based on Cost Comparison	
N	Pending Contract Award	
O	Pending Cost Comparison Results	
P	Pending Restructuring Decision	
Q	Based on Terminated Cost Comparison	
R	Subject to Review	<ul style="list-style-type: none"> <li>• Court reporter positions</li> </ul>

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**JUDGE ADVOCATE  
AFSC 51JX AND 5J0XX FAC 102 SERIES (102A, 1020 - 1025)**

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Notes:

1. Based upon unique UCMJ knowledge & training and upon legal duties
2. Based upon their duties of developing legal recommendations and duties that require official government representation, e.g. prosecution & adjudicatory functions

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**PUBLIC AFFAIRS AND BROADCASTING (PA)  
AFSC 35P, 3N0XX FAC 104A, 1040, 1041, 1042, 1043, 4991**

**IF GUIDANCE BELOW IS BLANK FOR A PARTICULAR CODE, THE  
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THIS FAC/AFSC**

Force Mix Code	Short Title	Functional Guidance
A	Military Combat	
B	Military Combat Augmentation	
C	Military Unique Knowledge & Skill	PA billets in FOA/DRUs (Including AFNEWS) AFPC managers for PA
D	Military Image & Esprit de Corps	All FAC 4991 positions not in Categories A-C FAC 1042 (Media Relations) FAC 1043 (Community Relations) USAF Air Demonstration Squadron PECs 91212, 91213, 91214, 91296, 91298
E	Military Rotation	
F	Military Career Progression	
G	Civilian Authority and Direction	FOA or DRU (Including AFNEWS)
H	Civilian Expertise & Control	PECs 91212, 91213, 91214, 91296, 91298
I	Civilian National Security or Operational Risk	
J	Executive Order, Law, Treaty, International Agreement	
K	Legislatively Mandated Floors	
L	DoD Management Determination	
M	Based on Cost Comparison	
N	Pending Contract Award	
O	Pending Cost Comparison Results	
P	Pending Restructuring Decision	
Q	Based on Terminated Cost Comparison	
R	Subject to Review	Coordinate with SAF/PAR and PACB (for bands)

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**COMMUNICATIONS AND INFORMATION**  
**FAC 11XX, 154X, 16G1, 1820, 26XX, 32XX, 38XX, 4900, 493X**

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Force Mix Code	Short Title	Functional Guidance
A	Military Combat	
B	Military Combat Augmentation	
C	Military Unique Knowledge/Skill	<ul style="list-style-type: none"> <li>• Comm Squadrons <ul style="list-style-type: none"> <li>• Base comm planning</li> <li>• Base 3A Functional Manager</li> <li>• Resource Manager (1 per base)</li> <li>• Deployment management</li> <li>• LMR management</li> <li>• Designated Approval Authority</li> <li>• FOIA (1 per base)</li> <li>• ADPE ECO</li> <li>• BNCC IP Ops</li> <li>• Flight staff overhead (if function is not coded M-R)</li> <li>• Supply liaison</li> </ul> </li> <li>• Computer Support Squadron/CDAs <ul style="list-style-type: none"> <li>• Plans</li> <li>• Requirements Analysis</li> <li>• Oversight of configuration management</li> <li>• Software quality assurance</li> <li>• Test management &amp; government acceptance testing</li> <li>• Deployable support teams</li> <li>• Functional expertise for systems (e.g., FM for Finance system)</li> </ul> </li> <li>• E&amp;I units <ul style="list-style-type: none"> <li>• Contracting management</li> <li>• Project management</li> <li>• Special Test and Measurement Team</li> </ul> </li> <li>• Strategic planning</li> <li>• War planning</li> <li>• Acquisition actions</li> <li>• COTR</li> <li>• C4 Systems functional management</li> </ul>

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**COMMUNICATIONS AND INFORMATION**  
**FAC 11XX, 154X, 16G1, 1820, 26XX, 32XX, 38XX, 4900, 493X**

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THIS FAC/AFSC**

Force Mix Code	Short Title	Functional Guidance
		<ul style="list-style-type: none"> <li>• C 4 Systems contract management</li> <li>• System Maintenance Technicians (SMTs)</li> <li>• Combat Camera</li> <li>• AFETS</li> <li>• Telemetry</li> <li>• ANG Advisors</li> <li>• Presidential support</li> <li>• AFCIC</li> <li>• See overarching guidance</li> </ul>
D	Military Image & Esprit de Corps	
E	Military Rotation	Code NOC positions first
F	Military Career Progression	Code NOC positions first
G	Civilian Authority & Direction	<ul style="list-style-type: none"> <li>• Civilian Deputy Group Commanders</li> <li>• AFCIC</li> <li>• AFCA Comptroller</li> </ul>
H	Civilian Expertise & Control	<ul style="list-style-type: none"> <li>• Comm Squadrons <ul style="list-style-type: none"> <li>• Base comm planning</li> <li>• Base 3A Functional Manager</li> <li>• Resource Manager (1 per base)</li> <li>• Deployment management</li> <li>• LMR management</li> <li>• Designated Approval Authority</li> <li>• FOIA (1 per base)</li> <li>• ADPE ECO</li> <li>• BNCC IP Ops</li> <li>• Flight staff overhead (if function is not coded M-R)</li> <li>• Supply liaison</li> </ul> </li> <li>• Computer Support Squadron/CDAs <ul style="list-style-type: none"> <li>• Plans</li> <li>• Requirements Analysis</li> <li>• QAEs</li> <li>• Oversight of configuration management</li> <li>• Software quality assurance</li> </ul> </li> </ul>

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**COMMUNICATIONS AND INFORMATION**  
**FAC 11XX, 154X, 16G1, 1820, 26XX, 32XX, 38XX, 4900, 493X**

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THIS FAC/AFSC**

Force Mix Code	Short Title	Functional Guidance
		<ul style="list-style-type: none"> <li>• Test management &amp; government acceptance testing</li> <li>• Deployable support teams</li> <li>• Functional expertise for systems (e.g., FM for Finance system)</li> <li>• E&amp;I units <ul style="list-style-type: none"> <li>• Contracting management</li> <li>• Project management</li> <li>• Special Test and Measurement Team</li> </ul> </li> <li>• Strategic planning</li> <li>• War planning</li> <li>• Acquisition actions</li> <li>• COTR</li> <li>• C4 Systems functional management</li> <li>• C 4 Systems contract management</li> <li>• System Maintenance Technicians (SMTs)</li> <li>• Combat Camera</li> <li>• AFETS</li> <li>• Telemetry</li> <li>• ANG Advisors</li> <li>• Presidential support</li> </ul>
I	Civilian National Security/Risk	Telephone operators (emergency essential) not identified in JUMP START/Reengineering
J	Executive Order, Law, Treaty, International Agreement	
K	Legislatively Mandated Floor	
L	Management Determination	<ul style="list-style-type: none"> <li>• Code as L <ul style="list-style-type: none"> <li>• ATCALs, METNAV, ATC radio</li> <li>• Postal</li> </ul> </li> </ul>
M	Completed Cost Comparison	
N	Pending Contract Award	
O	Pending Cost Comparison	
P	Pending Restructuring	
Q	Terminated Cost Comparison	
R	Subject to Review	<ul style="list-style-type: none"> <li>• Code as R - billets dropping off books not claimed in JUMP START/Reengineering (e.g.,</li> </ul>

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**COMMUNICATIONS AND INFORMATION**  
**FAC 11XX, 154X, 16G1, 1820, 26XX, 32XX, 38XX, 4900, 493X**

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**THIS FAC/AFSC**

Force Mix Code	Short Title	Functional Guidance
		reprographics PIF) • Any positions not coded above

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**SECURITY FORCES  
FAC 3PXX**

**IF GUIDANCE BELOW IS BLANK FOR A PARTICULAR CODE, THE  
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THIS FAC/AFSC**

Force Mix Code	Short Title	Functional Guidance
A	Military Combat	International Billets (Strike)
B	Military Combat Augmentation	
C	Military Unique Knowledge & Skill	EXERCISE & TRAINING CONUS Sustainment (Mil Essen) Owned By Others Corrections
D	Military Image & Esprit de Corps	
E	Military Rotation	
F	Military Career Progression	
G	Civilian Authority and Direction	
H	Civilian Expertise & Control	FOA/DRU TRAINING
I	Civilian National Security or Operational Risk	
J	Executive Order, Law, Treaty, International Agreement	
K	Legislatively Mandated Floors	
L	DoD Management Determination	
M	Based on Cost Comparison	
N	Pending Contract Award	
O	Pending Cost Comparison Results	
P	Pending Restructuring Decision	
Q	Based on Terminated Cost Comparison	
R	Subject to Review	

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**RESEARCH AND DEVELOPMENT/ACQUISITION  
FAC 6XXX (non Test Centers), 7483, 44EP, 3950**

**IF GUIDANCE BELOW IS BLANK FOR A PARTICULAR CODE, THE  
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THIS FAC/AFSC**

Force Mix Code	Short Title	RESEARCH AND DEVELOPMENT/ACQUISITION Functional Guidance
A	Military Combat	<ul style="list-style-type: none"> <li>· UTC-tasks positions identified in AF WMP construct</li> <li>· All OCONUS military positions</li> </ul>
B	Military Combat Augmentation	<ul style="list-style-type: none"> <li>· Casualty replacement &amp; non-deployable rate: 15% of (OCONUS A-coded positions + deploying positions)</li> <li>· IMAs (to be coded by Guard/Reserve HQ)</li> </ul>
C	Military Unique Knowledge/Skill	<ul style="list-style-type: none"> <li>· MAJCOM Mgt HQ</li> <li>· HQ USAF, NAF (above line)</li> <li>· Commanders and Deputies</li> <li>· Critical Acquisition Positions</li> <li>· Program Directors/Deputy Prog Directors (AFSC 60C0)</li> <li>· Supervisory positions</li> <li>· DAWIA-coded Program Manager positions</li> <li>· Developmental Engineering or Scientist positions that serve as trusted agents for or represent the government, or perform functions such as: program management, systems integration, proposal evaluation, contractor oversight or requirements development as well as those performing above functions working directly with Congress, audit, or other DoD organizations.</li> <li>• Incumbents who develop and carry out international and Cooperative Research and Development Agreements</li> <li>· Military positions that provide unique military perspective to research and development for future military systems or where actual “hands on” military experience is needed for product acceptance determinations.</li> <li>• Positions in which the national security could be comprised if function performed by a contractor.</li> </ul>
D	Military Image & Esprit de Corps	<ul style="list-style-type: none"> <li>· None</li> </ul>
E	Military Rotation	<ul style="list-style-type: none"> <li>· Maximum figure after accounting for codes A-C</li> <li>· Computed by AFSC and allocated by MAJCOM</li> </ul>

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**RESEARCH AND DEVELOPMENT/ACQUISITION  
FAC 6XXX (non Test Centers), 7483, 44EP, 3950**

**IF GUIDANCE BELOW IS BLANK FOR A PARTICULAR CODE, THE  
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Force Mix Code	Short Title	RESEARCH AND DEVELOPMENT/ACQUISITION Functional Guidance
		(OCONUS positions times 1.8 = CONUS positions)
F	Military Career Progression	<ul style="list-style-type: none"> <li>Maximum figure after accounting for codes A-E</li> <li>Based on DP models, computed by AFSC, and allocated by MAJCOM</li> </ul>
G	Civilian Authority & Direction	<ul style="list-style-type: none"> <li>MAJCOM Mgt HQ</li> <li>HQ USAF, NAF (above line)</li> <li>Deputy Commanders</li> <li>Critical Acquisition Positions</li> <li>Program Directors/Deputy Prog Directors</li> <li>Supervisory Positions</li> <li>DAWIA-coded Program Manager positions</li> <li>Developmental Engineering or Scientist positions that serve as trusted agents for or represent the government, or perform functions such as: program management, systems integration, proposal evaluation, contractor oversight or requirements development as well as those performing above functions working directly with Congress, audit, or other DoD organizations.</li> <li>Incumbents who develop and carry out international and Cooperative Research and Development Agreements</li> <li>Positions in which the national security could be comprised if function performed by a contractor.</li> </ul>
H	Civilian Expertise & Control	<ul style="list-style-type: none"> <li>Civilians that provide highly specialized expertise and technical competence in areas necessary to ensure government controlled sources of capability exist in critical areas</li> </ul>
I	Civilian National Security/Risk	<ul style="list-style-type: none"> <li>Emergency essential civilians</li> <li>OCONUS civilians</li> </ul>
J	Executive Order, Law, Treaty, International Agreement	<ul style="list-style-type: none"> <li>Foreign National direct hires</li> <li>Foreign National indirect hires</li> <li>Foreign Military Sales (country funded)</li> </ul>
K	Legislatively Mandated Floor	<ul style="list-style-type: none"> <li>NONE</li> </ul>
L	Management Determination	
M	Completed Cost Comparison	

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**RESEARCH AND DEVELOPMENT/ACQUISITION  
FAC 6XXX (non Test Centers), 7483, 44EP, 3950**

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<b>Force Mix Code</b>	<b>Short Title</b>	<b>RESEARCH AND DEVELOPMENT/ACQUISITION Functional Guidance</b>
N	Pending Contract Award	
O	Pending Cost Comparison	
P	Pending Restructuring	Remaining BRAC (SA-ALC & SM-ALC)
Q	Terminated Cost Comparison	
R	Subject to Review	<ul style="list-style-type: none"><li>· Any positions not coded above</li><li>· Includes JUMP START/Reengineering positions</li></ul>

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**TEST & EVALUATION (T&E)**  
**AFSC 6XXX (AF/TE, HQ AFMC/DO, Test Centers, AFOTEC)**

**IF GUIDANCE BELOW IS BLANK FOR A PARTICULAR CODE, THE  
OVERARCHING GUIDANCE PROVIDES ALL NECESSARY INFORMATION FOR  
THIS FAC/AFSC**

Force Mix Code	Short Title	Functional Guidance
A	Military Combat	
B	Military Combat Augmentation	
C	Military Unique Knowledge/Skill	<ul style="list-style-type: none"> <li>· MAJCOM Mgt HQ</li> <li>· HQ USAF, NAF (above line)</li> <li>· Commanders and Deputies</li> <li>· Test Directors/Flight Test Engineers</li> <li>· Test Pilot School Instructors</li> <li>· One senior position in each directorate</li> <li>· DAWIA-coded Developmental Engineering positions (AFSC 62XXX)</li> <li>· Military positions that provide unique military perspective to research and development for future military systems or where actual “hands on” military experience is needed for product test and evaluation (operational characteristics, logistics, maintenance, etc).</li> <li>· Military intelligence positions</li> </ul>
D	Military Image & Esprit de Corps	
E	Military Rotation	
F	Military Career Progression	
G	Civilian Authority & Direction	<ul style="list-style-type: none"> <li>· HQ USAF</li> <li>· MAJCOM Mgt HQ</li> <li>· NAF (above line)</li> <li>· Deputy Commanders</li> <li>· Critical Acquisition Positions</li> <li>· DAWIA-coded Developmental Engineering positions (AFSC 62XXX)</li> <li>· Civilians that develop and carry out international and Cooperative Research and Development Agreements</li> </ul>
H	Civilian Expertise & Control	<ul style="list-style-type: none"> <li>· Civilians that provide highly specialized expertise and technical competence in areas necessary to ensure government controlled sources of capability</li> </ul>

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**TEST & EVALUATION (T&E)**  
**AFSC 6XXX (AF/TE, HQ AFMC/DO, Test Centers, AFOTEC)**

**IF GUIDANCE BELOW IS BLANK FOR A PARTICULAR CODE, THE  
OVERARCHING GUIDANCE PROVIDES ALL NECESSARY INFORMATION FOR  
THIS FAC/AFSC**

Force Mix Code	Short Title	Functional Guidance
		exist in critical areas
I	Civilian National Security/Risk	
J	Executive Order, Law, Treaty, International Agreement	
K	Legislatively Mandated Floor	
L	Management Determination	
M	Completed Cost Comparison	
N	Pending Contract Award	
O	Pending Cost Comparison	
P	Pending Restructuring	
Q	Terminated Cost Comparison	
R	Subject to Review	

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## WEATHER

**FAC: 3400, 3410, 3420, 3430, 3440, 3450, 3451, 3452, 3453, 34A1, 340X, 344X**

**IF GUIDANCE BELOW IS BLANK FOR A PARTICULAR CODE, THE  
OVERARCHING GUIDANCE PROVIDES ALL NECESSARY INFORMATION FOR  
THIS FAC/AFSC**

Force Mix Code	Short Title	Functional Guidance
A	Military Combat	
B	Military Combat Augmentation	
C	Military Unique Knowledge & Skill	<ul style="list-style-type: none"> <li>AFWA: Command functions, Directors, Division and Branch chiefs, CINC Target Cell, SOFWOC, National Programs support, CWC, XO, and XP AFCCC/SC/RM/DO/MS, OL-A, OL-B, OL-S, OL-K, OL-H, Det 7, Positions designated for OWS standup under HQ USAF PAD 97-10 SC and DN positions designated by CC meeting DoD FMC criteria</li> <li>Remaining CONUS Weather Squadron personnel not coded "A", "B", or "RJ" (1<sup>st</sup> WS, 3<sup>rd</sup> WS, 10<sup>th</sup> CWS, 18<sup>th</sup> WS, 46<sup>th</sup> WS, 88<sup>th</sup> WS)</li> <li>55<sup>th</sup> SWXS</li> <li>Space Launch Support (45<sup>th</sup> WS and 30<sup>th</sup> WS)</li> <li>National Program support</li> <li>All external AF (other DoD/National Agencies)</li> <li>334<sup>th</sup> TRS Weather Flight (Schoolhouse)</li> <li>NAF staff</li> <li>Other AF FOA/DRU staff (e.g., AIA, AFPC)</li> <li>Staff Meteorologists</li> </ul> <p>WF positions designated for OWS standup under HQ USAF PAD 97-10 not designated "A" or "B" code</p>
D	Military Image & Esprit de Corps	
E	Military Rotation	
F	Military Career Progression	
G	Civilian Authority and Direction	<ul style="list-style-type: none"> <li>HQ USAF</li> <li>MAJCOM/MACOM HQ</li> </ul> <p>See AF/XP Guidance (e.g., AFWA/OA)</p>
H	Civilian Expertise & Control	<ul style="list-style-type: none"> <li>AFWA Directors, Division/Branch Chiefs, XP, CWC, OA,</li> </ul>

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## WEATHER

**FAC: 3400, 3410, 3420, 3430, 3440, 3450, 3451, 3452, 3453, 34A1, 340X, 344X**

**IF GUIDANCE BELOW IS BLANK FOR A PARTICULAR CODE, THE  
OVERARCHING GUIDANCE PROVIDES ALL NECESSARY INFORMATION FOR  
THIS FAC/AFSC**

Force Mix Code	Short Title	Functional Guidance
		IG, PA, XOFR, and SCI (Security) SC and DN positions designated by CC meeting DoD FMC criteria <ul style="list-style-type: none"> <li>• Other FOAs/DRUs (e.g., AFOTEC)</li> <li>• Weather Squadron staff Civil Service</li> <li>• 334 TRS Weather Flight</li> <li>• Weather Flight Civil Service Forecasters</li> <li>• Other DoD/National Agencies</li> <li>• NAF staff</li> <li>• Other AF FOA staff (e.g., AIA)</li> <li>• Staff Meteorologists</li> <li>• AFRL Research Scientist</li> <li>• See AF/XP guidance</li> </ul>
I	Civilian National Security or Operational Risk	<ul style="list-style-type: none"> <li>• AFWA XOFR, SCI</li> </ul>
J	Executive Order, Law, Treaty, International Agreement	
K	Legislatively Mandated Floors	
L	DoD Management Determination	
M	Based on Cost Comparison	
N	Pending Contract Award	
O	Pending Cost Comparison Results	
P	Pending Restructuring Decision	
Q	Based on Terminated Cost Comparison	
R	Subject to Review	

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# MANPOWER & QUALITY

## FAC 108X

**IF GUIDANCE BELOW IS BLANK FOR A PARTICULAR CODE, THE  
OVERARCHING GUIDANCE PROVIDES ALL NECESSARY INFORMATION FOR  
THIS FAC/AFSC**

Force Mix Code	Short Title	MANPOWER & QUALITY Functional Guidance
A	Military Combat	
B	Military Combat Augmentation	
C	Military Unique Knowledge & Skill	<ul style="list-style-type: none"> <li>• MAJCOM QMIF/S <ul style="list-style-type: none"> <li>• Commander, Flight/Branch Chiefs, plus 50% of the remaining military positions</li> </ul> </li> <li>• AFCQMI <ul style="list-style-type: none"> <li>• Command Section, Division/Branch Chiefs, Readiness Branch, plus 50% of the remaining military positions</li> </ul> </li> <li>• AFMRF</li> </ul>
D	Military Image & Esprit de Corps	
E	Military Rotation	
F	Military Career Progression	
G	Civilian Authority and Direction	<ul style="list-style-type: none"> <li>• MAJCOM QMIF/S <ul style="list-style-type: none"> <li>• Flight/Branch Chiefs</li> </ul> </li> <li>• AFCQMI <ul style="list-style-type: none"> <li>• Division/Branch Chiefs</li> </ul> </li> </ul>
H	Civilian Expertise & Control	<ul style="list-style-type: none"> <li>• MAJCOM QMIF/S <ul style="list-style-type: none"> <li>• all remaining civilian positions</li> </ul> </li> <li>• AFCQMI <ul style="list-style-type: none"> <li>• all remaining civilian positions</li> </ul> </li> <li>• AFMRF</li> </ul>
I	Civilian National Security or Operational Risk	
J	Executive Order, Law, Treaty, International Agreement	
K	Legislatively Mandated Floors	
L	DoD Management Determination	
M	Based on Cost Comparison	
N	Pending Contract Award	
O	Pending Cost Comparison Results	
P	Pending Restructuring Decision	
Q	Based on Terminated Cost Comparison	

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**MANPOWER & QUALITY  
FAC 108X**

**IF GUIDANCE BELOW IS BLANK FOR A PARTICULAR CODE, THE  
OVERARCHING GUIDANCE PROVIDES ALL NECESSARY INFORMATION FOR  
THIS FAC/AFSC**

Force Mix Code	Short Title	MANPOWER & QUALITY Functional Guidance
R	Subject to Review	

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## SAFETY (SE)

**FACs 106A, 1060, 1061, 1062, 1063, 1065, 1067, 106W \***

**IF GUIDANCE BELOW IS BLANK FOR A PARTICULAR CODE, THE OVERARCHING  
GUIDANCE PROVIDES ALL NECESSARY INFORMATION**

Force Mix Code	Short Title	Functional Guidance
A	Military Combat	<ul style="list-style-type: none"><li>• A1 – AF WMP-3, Parts 1 and 2, UTC tasked positions as outlined in the attached AF WMP Force List</li><li>• A-2 – Authorizations in hard-line program element code</li><li>• A-3 – Remaining OCONUS military authorizations</li><li>• A-4 – Positions required to support other specific OPLANS</li></ul>
B	Military Combat Augmentation	
C	Military Unique Knowledge & Skill	<ul style="list-style-type: none"><li>• Military billets at HQ USAF, FOA, MAJCOM Management HQ Staffs, NAF</li></ul>
D	Military Image & Esprit de Corps	
E	Military Rotation	
F	Military Career Progression	
G	Civilian Authority and Direction	<ul style="list-style-type: none"><li>• Civilian billets at HQ USAF, FOA, MAJCOM Management HQ Staffs, NAF</li></ul>
H	Civilian Expertise & Control	<ul style="list-style-type: none"><li>• PECs 91212, 91298</li></ul>
I	Civilian National Security/ Risk	<ul style="list-style-type: none"><li>• Identify all remaining Emergency Essential civilians, OCONUS US civilians, those in hard-line PECs</li></ul>
J	Executive Order, Law, Treaty, International Agreement	
K	Legislatively Mandated Floors	
L	Management Determination	
M	Completed Cost Comparison	
N	Pending Contract Award	
O	Pending Cost Comparison	
P	Pending Restructuring Decision	
Q	Terminated Cost Comparison	
R	Subject to Review	

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**MEDICAL (SG)**  
**FAC: 5XXX and 7XXX**  
**IF GUIDANCE BELOW IS BLANK FOR A PARTICULAR CODE, THE OVERARCHING**  
**GUIDANCE PROVIDES ALL NECESSARY INFORMATION**

<b>Force Mix Code</b>	<b>Short Title</b>	<b>Functional Guidance</b>
A	Military Combat	UTC tasked authorizations (Primary AFSC or WMO approved substitute, “no alternate”) Both AD and ARC Squadron Medical Elements Entire Overseas MTFs
B	Military Combat Augmentation	
C	Military Unique Knowledge/Skill	“C” coded AFSCs on UMD (Group/Squadron Commanders/First Sergeants Medical Readiness, FAC 5314 HQ USAF/MAJCOMs/ NAFs/FOAs/DRUs/COTs/Medical JAGs/ANG Readiness Center All School House and T Prefixes at MTFs Isolated CONUS MTFs USUHS Medical Entrance Processing Stations
D	Military Image & Esprit de Corps	Medical Recruiters
E	Military Rotation	
F	Military Career Progression	
G	Civilian Authority & Direction	
H	Civilian Expertise & Control	USUHS/School House & See Overarching Guidance
I	Civilian National Security/Risk	R&D
J	Executive Order, Law, Treaty, International Agreement	US Military Training Mission, Saudia Arabia – Open Skies
K	Legislatively Mandated Floor	None
L	Management Determination	
M	Completed Cost Comparison	
N	Pending Contract Award	
O	Pending Cost Comparison	
P	Pending Restructuring	
Q	Terminated Cost Comparison	
R	Subject to Review	

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## **AIR FORCE WAR AND MOBILIZATION PLAN (WMP) FORCE LISTING**

The tables on the computer disk list the taskings, by MAJCOM, as currently listed in the AF WMP. These tables will be used to identify the “A1” code positions.

## **OVERSEAS ROTATION DATA BY AFSC**

The spreadsheet provided on the computer disk computes the overseas rotation requirements based on a 1.8 to 1, CONUS to OCONUS ratio. It then allocates that figure based on the number of positions in that AFSC in a particular MAJCOM/FOA/DRU.

## **CAREER FIELD SUSTAINMENT DATA BY AFSC**

The spreadsheet provided on the computer disk computes the career field sustainment requirements based on DP models which look at the historical promotion rates within an AFSC. It then allocates that figure based on the number of positions in that AFSC in a particular MAJCOM/FOA/DRU.

## **March 1998 Unit Authorization File (UAF) Data by MAJCOM**

AFCQMI will provide each MAJCOM/FOA/DRU with their manpower file along with a computer interface program to facilitate coding. This data will be provided under separate cover.

## **HARDLINE AND SOFTLINE PROGRAM ELEMENT CODES (PEC)**

The spreadsheet provided on the computer disks provides the latest breakout of PECs designated as “hardline” or mission versus “softline” or support. This list was provided by AF/XPMP and should be used to code the “A2” positions IAW the instructions above.

## **Select UAF Code Definition Tables**

The computer disk contains spreadsheets for Commands (CMD and CID), Country State Codes (CSC), Functional Account Codes (FAC), Civilian Employment Category (CEC), Functional Category (FCT), and Air Reserve Force (ARR).

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## AFSC TO FAM RELATIONSHIP

(use this table to refer to the appropriate FAM Guidance)

OFFICER AFSC	ENLISTED AFSC	AF/FAM
011, 012, 013	1A, 1C, 1T	AF/XO
014	1N	AF/XOI
015	1W	AF/XOW
016		
020, 025	2G,	AF/ILX
021, 022	2A, 2B, 2M, 2P, 2R, 2W	AF/ILM
023	2F, 2S	AF/ILS
024	2T	AF/ILT
030, 036	3S	AF/DP
031	3P	AF/SF
032	3E	AF/ILE
033, 037	2E, 3A, 3C, 3R, 3V	AF/SC
034	3M	AF/ILV
035	3N	SAF/PA
038	3U	AF/XP
04X	4X	AF/SG
051	5J	AF/JA
052	5R	AF/HC
060, 061, 062, 063, 064	6C	SAF/AQ
065A		AFAA
065F, 065W	6F	SAF/FM
071	7S	OSI
	1S	AF/SE
	3H	AF/HO

## DoD Function Codes

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### G--Social Services

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G001	Care of Remains of Deceased Personnel & Funeral Services
G008	Commissary Store Operation
G009	Clothing Sales Store Operations
G010	Recreational Library Services
G011	Morale, Welfare, and Recreation Services
G012	Community Services
G900	Chaplain Activities and Support Services
G901	Housing Administrative Services
G904	Family Services
G999	Other Social Services
G000A	Management
G000B	Management Support
G000C	ADP Support
G000D	Administrative Support

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### H--Health Services

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H10	Hospital Care
H102	Surgical Care
H105	Nutritional Care
H106	Pathology Services
H107	Radiology Services
H108	Pharmacy Services
H109	Physical Therapy
H110	Materiel Services
H111	Orthopedic Services
H112	Ambulance Services
H113	Dental Care
H114	Dental Laboratories
H115	Clinics and Dispensaries
H116	Veterinary Services
H117	Medical Records
H118	Nursing Services
H119	Preventive Medicine
H120	Occupational Health
H121	Drug Rehabilitation
H999	Other Health Services
H000A	Management
H000B	Management Support
H000C	ADP Support
H000D	Administrative Support

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### J--Intermediate, Direct or General Repair and Maintenance of Equipment

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J501	Aircraft Maintenance
J502	Aircraft Engine Maintenance
J503	Missiles
J504	Vessels

J505	Combat Vehicles
J506	Noncombat Vehicles
J507	Electronic and Communication Equipment Maintenance
J510	Railway Equipment
J511	Special Equipment
J512	Armament
J513	Dining Facility Equipment
J514	Medical and Dental Equipment
J515	Containers, Textile, Tents, and Tarpaulins
J516	Metal Containers
J517	Training Devices and Audiovisual Equipment
J519	Industrial Plant Equipment
J520	Test, Measurement and Diagnostic Equipment
J521	Other Test, Measurement and Diagnostic Equipment
J522	Aeronautical Support Equipment
J999	Maintenance of Other Equipment
J000A	Management
J000B	Management Support
J000C	ADP Support
J000D	Administrative Support

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K--Depot Repair, Maintenance, Modification, Conversion or Overhaul of Equipment

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K531	Aircraft
K532	Aircraft Engines
K533	Missiles
K534	Vessels
K535	Combat Vehicles
K536	Noncombat Vehicles
K537	Electronic and Communication Equipment
K538	Railway Equipment
K539	Special Equipment
K540	Armament
K541	Industrial Plant Equipment
K542	Dinning and Facility Equipment
K543	Medical and Dental Equipment
K544	Containers, Textile, Tents, and Tarpaulins
K545	Metal Containers
K546	Test, Measurement and Diagnostic Equipment
K547	Other Test, Measurement and Diagnostic Equipment
K548	Aeronautical Support Equipment
K999	Other Depot Repair, Maintenance, Modification, Conversion or Overhaul of Equipment
K000A	Management
K000B	Management Support
K000C	ADP Support
K000D	Administrative Support

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P--Base Maintenance/Multifunction

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P100	Installation Operations (Multi-function)
P000A	Management
P000B	Management Support
P000C	ADP Support

P000D Administrative Support

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R--Research, Development, Test, and Evaluation (RDT&E)

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R600 RDT&E  
R660 RDT&E Support  
R000A Management  
R000B Management Support  
R000C ADP Support  
R000D Administrative Support

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S--Installation Services

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S700 Natural Resource Services  
S701 Advertising and Public Affairs  
S702 Financial and Payroll Services  
S703 Debt Collection  
S706 Bus Services  
S708 Laundry and Dry Cleaning  
S709 Custodial Services  
S710 Pest Management  
S712 Refuse Collection and Disposal Services  
S713 Food Services  
S714 Furniture Repair  
S715 Office Equipment Maintenance and Repair  
S716 Motor Vehicle Operation  
S717 Motor Vehicle Maintenance  
S718 Fire Prevention and Protection  
S719 Military Clothing  
S724 Guard Service  
S725 Electrical Plants and Systems Operation and Maintenance  
S726 Heating Plants and Systems Operation and Maintenance  
S727 Water Plants and Systems Operation and Maintenance  
S728 Sewage and Waste Plants Operation and Maintenance  
S729 Air Conditioning and Refrigeration Plants  
S730 Other Utilities Operation and Maintenance  
S731 Supply Operations  
S732 Warehousing and Distribution of Publications  
S740 Transportation Management Services  
S750 Museum Operations  
S760 Parts Stores & Civil Engineering Supply Stores  
S999 Other Installation Services  
S000A Management  
S000B Management Support  
S000C ADP Support  
S000D Administrative Support

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T--Other NonManufacturing Operations

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T800 Ocean Terminal Operations  
T801 Storage and Warehousing  
T802 Cataloging  
T803 Acceptance Testing  
T804 Architect-Engineering

T805	Operation of Bulk Liquid Storage
T806	Printing and Reproduction
T807	Centralized Visual Information
T808	Mapping and Charting
T809	Centralized Administrative Telephone Services
T810	Air Transportation Services
T811	Water Transportation Services
T812	Rail Transportation Services
T813	Engineering and Technical Services
T814	Aircraft Fueling Services
T815	Scrap Metal Operation
T816	Telecommunication Centers
T817	Other Communications and Electronics Systems
T818	Systems Engineering and Installation of Communications Systems
T819	Preparation and Disposal of Excess and Surplus Property
T820	Centralized Administrative Support Services
T821	Special Studies and Analysis
T900	Training Aids, Devices, and Simulator Support
T999	Other NonManufacturing Operations
T000A	Management
T000B	Management Support
T000C	ADP Support
T000D	Administrative Support

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#### U--Education and Training

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U100	Recruit Training
U200	Officer Acquisition Training
U300	Specialized Skill Training
U400	Flight Training
U500	Professional Development Training
U510	Professional Military Education
U520	Graduate Education, Fully Funded, Full-time
U530	Other Full-time Education Programs
U540	Off-Duty (Voluntary) and On-Duty Education Programs
U600	Civilian Education and Training
U700	Dependent Education
U800	Training Development and Support
U999	Other Training Functions
U000A	Management
U000B	Management Support
U000C	ADP Support
U000D	Administrative Support

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#### W--Automatic Data Processing

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W824	Data Processing Services
W825	Maintenance of ADP Equipment
W826	Systems Design, Development and Programming Services
W827	Software Services
W999	Other ADP Functions
W000A	Management

W000B Management Support  
W000C Blank  
W000D Administrative Support

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X--Products Manufactured and Fabricated In-House

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X931	Ordnance Equipment
X932	Products Made From Fabric or Similar Materials
X933	Container Products and Related Items
X934	Preparation of Food and Bakery Products
X935	Liquid, Gaseous and Chemical Products
X936	Rope, Cordage, and Twine Products; Chains and Metal Cable Products
X937	Logging and Lumber Products
X938	Communications and Electronic Products
X939	Construction Products
X940	Rubber and Plastic Products
X941	Optical and Related Products
X942	Sheet Metal Products
X943	Foundry Products
X944	Machined Parts
X999	Other Products Manufactured and Fabricated In-House
X000A	Management
X000B	Management Support
X000C	ADP&E Support
X000D	Administrative Support

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Y--Other Selected Functions

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Y100	Combat Forces
Y120	Operational Planning and Control
Y130	Intelligence
Y150	Classified Activities
Y200	Commanders and Support Staff
Y300	Embassy Activities
Y400	Legal Services
Y410	Criminal Investigation
Y420	Judicial
Y430	Administrative Hearings
Y440	Federal Licensing and Permitting
Y510	Budget and Financial Program Management
Y520	Public Works and Real Property Maintenance Program Management
Y530	Personnel, Community Activities and Manpower Program Management
Y540	Maintenance and Logistics Program Management
Y550	Information and Telecommunications Program Management
Y600	Contracting
Y650	Acquisition (Equipment and Weapons Systems)
Y999	Other Functions
Y000A	Management
Y000B	Management Support
Y000C	ADP Support
Y000D	Administrative Support

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Z--Maintenance, Repair, Alteration, and Minor Construction of Real Property

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Z991	Maintenance and Repair of Family Housing Buildings and Structures
Z992	Maintenance and Repair of Buildings and Structures Other Than Family Housing
Z993	Maintenance and Repair of Grounds and Surfaced Areas
Z997	Maintenance and Repair of Railroad Facilities
Z998	Maintenance and Repair of Waterways
Z999	Other Maintenance, Repair, Alteration, and Minor Construction of Real Property
Z000A	Management
Z000B	Management Support
Z000C	ADP Support
Z000D	Administrative Support

## AF FAC TO DOD FAC RELATIONAL LIST

AF FAC	FAC TITLE	DoD FAC	Functional
1010	Command	Y200	
1011	Protocol	Y200	
1012	Gp Sq Comd Unit	Y200	
1013	Res Affairs Staff	Y200	RE
1014	Mission Spt Sq	Y200	DP
1015	History/Staff	Y200	HO
101A	History/Staff	Y200	HO
101B	Museum	S750	HO
101D	Dormitory Management	G901	IL
101X	Command Orderly Room	Y000D	
101Y	Command Orderly Room	Y000D	
101Z	Command Orderly Room	Y000D	
1020	Judge Advocate Staff	Y400	JA
1021	Judge Advocate Base	Y400	JA
1022	Area Def Counsel	Y420	JA
1023	Circuit/Appellate Counsel	Y420	JA
1024	Military Judge	Y420	JA
1025	Contract Law Counsel	Y400	JA
102A	Judge Advocate	Y400	JA
	(Court Reporters)	T820	JA
1030	Inspection	Y200	IG
1031	Inspection Staff	Y200	IG
1040	Public Affairs	Y200	PA
1041	Internal Information	Y200	PA
1043	Community Relations	S701	PA
1042	Media Relations	Y200	PA
104A	Public Affairs	S701	PA
1050	Chaplain Staff	Y000A	HC
1051	Chaplain	Y999	HC
105A	Chaplain	Y999	HC
1060	Safety	Y200	SE
1061	Flight Safety	Y200	SE
1062	Ground Safety	Y200	SE
1063	Missile Safety	Y200	SE
1065	Explosive Safety	Y200	SE
1067	Systems Safety	Y200	SE
106A	Safety	Y200	SE
106W	Weapons Safety	Y200	SE
1070	Medical Service Manamement Staff	H000A	SG
1080	Manpower and Organization Staff	Y530	XP
1081	Quality & Management Innovation	T530	XP
108A	Wing/Center Manpower	T999	XP
1090	Security Police Staff	S000A	SF
10A0	Wing Commander	Y200	

AF FAC	FAC TITLE	DoD FAC	Functional
10B0	Logistics Group	Y200	IL/AQ
10C0	Support Group	Y200	IL/SC
10D0	Operations Group	Y200	XO
1100	Information Management Staff	T820	SC
1105	Admin, Base	T820	SC
1107	Plans and Program - Staff	Y120	XP
1110	Administrative Communications	T820	SC
1112	Document Security	Y550	SC
1120	Rcords	Y550	SC
1121	Records Management	Y550	SC
1130	Postal-Courier Service	S999	SC
1131	AF Post Office	S999	SC
1133	Postal Service Center (PSC) (Replaced by 16G1)	S999	SC
1135	Mail Control Authority	S999	SC
1136	Postal Finance/Support Office	S999	SC
1137	Aerial Mail Terminal	S999	SC
113X	Postal Services Orderly Room	S000D	SC
1140	Publications	T806	SC
1150	Printing Management (Replaced by 16G1)	T806	SC
1151	Printing	T806	SC
1152	Duplicating (Replaced by 16G1)	T806	SC
1153	Microform Production	T820	SC
1171	Word Processing Center	T820	SC
1200	Logistics Staff	Y200	IL
1205	Logistics Quality Assurance Staff	Y200	IL
1210	Logistics Plans Staff	Y540	IL
1220	Supply Staff	S000A	IL
1221	Command Equipment Management Office (CEMO)	J000A	IL
1230	Maintenance Staff	J000A	IL
1231	Aircraft Maintenance Staff	J000A	IL
1232	Munitions Maintenance Staff	J000A	IL
1234	Ground Communications Electronics Maintenance Staff	J000A	IL
1240	Transportation Staff	Y540	IL
1250	Contracting and Acquisition Staff	Y600	AQ
1251	Operational Contracting	Y600	AQ
1252	Central Systems Contracting/Acquisition	Y600	AQ
1253	Production/Manufacturing	Y600	AQ
1254	Contract Administration	Y600	AQ
1255	Quality Assurance	Y600	AQ
1257	R&D Contracting/Acquisition	Y600	AQ
1256	Contract Pricing	Y600	AQ
1259	Contract Career Trainee	U600	DP
1261	Air Force Aerospace Fuels	Y540	IL
1262	Special Weapons	Y540	IL
1264	Cryptologic Logistic Management	Y540	IL
1269	Special Logistic Management Activities - Miscellaneous	Y540	IL
1270	Material Management Staff	Y540	IL
12A0	Contracting SQ	Y600	AQ

AF FAC	FAC TITLE	DoD FAC	Functional
12A1	Construction Flt	Y600	AQ
12B1	Management Analysis/Support Flight	Y600	AQ
12C1	Commodities Flt	Y600	AQ
12D1	Services Flt	Y600	AQ
12E1	Special Contracting	Y600	AQ
1300	Operations Staff	Y999	XO
1310	Operational Plans	Y120	XO
1311	Disaster Preparedness Staff	Y999	IL
131A	Wing Plans	Y999	XO/XP
131Y	Combat Control Orderly Room	Y000D	XO
1320	Operational Requirements	Y999	XO
1330	Operator Training	U300	XO
1340	Standardization/Evaluation	Y999	XO
1350	Operational Command Control	Y120	XO
1351	Administrative and Operational Support, Command Post	Y000D	XO
1352	Primary Command Control Staff, Ground Command Post	Y120	XO
1353	Airborne Command Post (ABNCP)	Y100	XO
1355	Data Automation Support	J999	SC
1356	Operational Command and Control Staff	Y120	XO
135A	Command Post	Y120	XO
135Y	Command/Control Orderly Room	Y999	XO
1360	Operations Analysis	Y999	XO
1370	Weapons and Tactics	Y999	XO
13A0	Operations Support Squadron	Y200	XO
13A1	Standardization/Evaluation	Y120	XO/IL
13B1	Weapon/Tactics Flt	Y100	XO
13C1	Current Ops Flt	Y999	XO
13D1	Ops Plans Flt	Y120	XO
13E1	Airfield Ops Flt	Y999	XO
130	Airfield Ops Flt	T816, T817	XO
1400	Plans and Program	Y120	XO/XP
1410	Policy	Y999	XO/XP
1420	Plans	Y120	XP
1430	Programming Staff	Y999	XP
1500	Comptroller	Y200	FM
1501	Comptroller Unit Administration	Y200	FM
1510	Accounting & Finance Operations	Y510	FM
1516	Materiel (Replaced by 151A)	Y510	FM
1517	Cost	Y510	FM
1519	Disbursing Agent Office	Y510	FM
151A	Financial Management	Y510	FM
1520	Cost Analysis	Y510	FM
1525	Financial Analysis	Y510	FM
1530	Budget Staff	Y510	FM
1532	Tenant Unit Budget	Y510	FM
1540	Data Automation/Operational	W824	SC
1541	Systems Analysis	W824, W826	SC

AF FAC	FAC TITLE	DoD FAC	Functional
1542	ADP Equipment Management	W825, W999	SC
1543	Data Processing Equipment Operation (Equipment)	W824	SC
	(Programming)	W826	SC
1544	Computer Programming (Equipment)	W824	SC
	(Programming)	W826	SC
1546	Data Automation Staff	Y000A	SC
1550	Audit Staff	Y000A	AG
1551	Audit Operations	Y999	AG
1560	Cost Analysis	Y510	FM
1590	Accounting & Finance Staff	Y510	FM
1600	Personnel Staff	Y530	DP
1602	Career Motive Staff	Y530	DP
1603	Senior Officer Management	Y530	DP
1604	Assignments	Y530	DP
1605	Personnel Plans Staff	Y530	DP
1606	Personnel Program Staff	Y530	DP
1607	Personnel Systems	Y530	DP
1608	Civilian Personnel Staff	Y530	DP
1609	Personnel Services Staff	G000A	DP
1610	Education Services (Replaced by 16E1)	U540	DP
160Y	Personnel Orderly Room	S000D	DP
1611	Consolidated Reserve Personnel Office	Y530	RE
1619	Base Personnel	S999	DP
1620	Chief, CBPO	S000A	DP
1629	BIMAA/CBPO	T999	DP
1663	OJT/CBPO	U300	DP
1665	Personnel (GSU)	S999	DP
1666	Satellite Customer Service	S999	DP
1675	Personnel Processing	S999	DP
1680	Central Civilian Personnel Office	S000A	DP
1684	Classification	S999	DP
1690	Recruiting	S999	DP
1695	Equal Employment Opportunity Counselor	G999	DP
16a0	Mission Spt SQ	S000A	DP
16A1	Airman Leadership School	U510	DP
16B1	Military Personnel Flight	S999	DP
16C1	Civilian Personnel Flight	S999	DP
16D1	Social Actions Flight	G999	DP
160	Education Services Flight	U540	DP
16F1	Family Support Center	G904	DP
16G1	Information Management Flight	T806,T820	SC
16H1	NCO Academy	U510	DP
16W1	EEOC	G999	DP
1700	Engineering and Services Staff	Y999	IL
1705	Civil Engineering Staff	Y520	IL
1710	CE & Services Management Evaluation Team (CESMET)	Y520	IL
1720	Programs Staff	Y520	IL

AF FAC	FAC TITLE	DoD FAC	Functional
1721	Programs Development Staff	Y520	IL
1722	Facility Requirements Staff	Y520	IL
1723	Real Estate Staff	Y520	IL
1730	Engineering and Construction Staff	Y520	IL
1731	Engineering Staff	Y520	IL
1732	Construction Staff	Y520	IL
1733	Air Force Regional Civil Engineer (AFRCE)	Y520	IL
1734	Civil Engineering Research	Y520	IL
1740	Operations and Maintenance Staff	Y520	IL
1741	Facility Maintenance Staff	Y520	IL
1742	Utility Operations Staff	Y520	IL
1743	Facility Management - O&M Staff	Y520	IL
1745	Fire Protect Staff	Y999	IL
1746	Special Facility O&M Staff	Y520	IL
1750	Housing and Services Staff	Y999	IL
1751	Housing Management Staff	Y999	IL
1752	Services Staff	Y530	IL
1760	Civil Engineering Special Activities	Y999	IL
1771	Financial Management Staff	Y510	IL
1772	Force Development Staff	Y999	IL
1773	Enviornmental Planning Staff	Y999	IL
1810	Air Traffic Services Staff	Y999	XO
1820	Telecommunications Staff	Y550	SC
2100	Chief of Maintenance	J000A	IL
210Z	Maintenance Orderly Room	J000D	IL
2160	Maintenance Management	J000A	IL
21A0	Logistics Support SQ	T000A	IL
21XX	Chief of Maintenance Activities	J501	IL
2120	Maintenance Control	J501,J502,J503	IL
		J506,J507,J511,J512	
21B1	Quality Assurance	T814, T803	IL
21D1	Log Plans Flight	Y120	IL
2200	Organization Maintenance	J000A	IL
2201	Oranizational Maintenance Unit Admin		
22XX	Organizational Maintenance Activities	J501	IL
225X	Base Flight and Transient Aircraft Maintenance Activities	T999D	IL
2300	Field Maintenance	J000A	IL
2301	Field Maintenance Unit Admin		
23XX	Field Maintenance Activities	J501	IL
23J1	Maintenance Flight	T999D	IL
2400	Avionics Maintenance	J000A	IL
2401	Avionics Maintenance Unit Admin		
2455	Director of Metrology	Y999	IL
2480	Airborne Missile Maintenance	J000A	IL
24XX	Avionics Maintenance Activities	J501	IL
2490	Aircrew Training Devices	T900,T900	IL
2500	Munitions Maintenance Management	J000A	IL
2521	Nuclear Maintenance	J999	IL

AF FAC	FAC TITLE	DoD FAC	Functional
25XX	Munitions Maintenance Activities	J501	IL
2600	Ground Communications Electronics Meterological (CEM)	J000A	SC
	Equipment Maintenance		
26XX	Ground CEM Equipment Maintenance Activities	J507	SC
2660	Aerospace Ground Equipment	T803, T814	IL
2672	Automatic Data Processing Equipment (ADPE) Maintenance	W825	SC
2700	Directorate of Maintenance/Depot Maintenance	K000A	IL
2701	Administrative Services/Depot Maintenance	K000D	IL
2702	Quality Division	K000B	IL
2703	Resources Management Division	T000A	IL
2704	Industrial Systems Engineering Division	T000A	IL
2710	Technology Repair Division	K531,K532,K548	IL
2720	Support Equipment Division	K546,K547	IL
2730	Aircraft Production	K531	IL
2740	Propulsion Industrial Shops	K532	IL
2750	Missile Air Munitions and Weapons Production	K533	IL
2760	Industrial Products Production	K541	IL
2763	Engineering/Planning, Instrument PDN	K000B	IL
2770	Accessories Production	K531	IL
2780	Communications/Electronics Production	K537	IL
2790	Plant Management	K000B	IL
2850	Organizational Missile Maintenance	J000A	IL
2860	Field Missile Maintenance		IL
28XX	Ground Launch Missile Maintenance Activities	J503	IL
2920	Audiovisual Photographic Equipment	J517	SC
2940	Precision Photographic Laboratory Maintenance	J517	SC
2AXX	Avionics Maintenance Squadron	J501	IL
2CXX	Consolidated Aircraft Maintenance Squadron	J501	IL
2E00	Equipment Maintenance	J000A	IL
2E01	Equipment Maintenance Unit Admin	J000D	IL
2EXX	Equipment Maintenance Activities	J501	IL
2E26	Transient/Base Flight	T999D	IL
2FXX	Field Maintenance Squadron	J501	IL
2G00	Aircraft Generation	J000A	IL
2G01	Aircraft Generation Unit Admin	J000D	IL
2GXX	Aircraft Generation	J501	IL
2M00	Command	J000A	XO
2MXX	Organizational Maintenance Squadron	J501	IL
2R00	Component Repair	J000A	IL
2R01	Component Repair Unit Admin	J000D	IL
2RXX	Component Repair	J501	IL
3100	Operations	T000A	XO
3101	Operations Unit Admin	T000D	XO
3102	Unit Aircrew Life Support	T999	XO
310X	Operations Orderly Room	T000D	XO
310Z	Operations Orderly Room	T000D	XO

AF FAC	FAC TITLE	DoD FAC	Functional
3110	Aircraft Crew	Y100	XO
3111	Support Aircrews	Y100	XO
3112	Air Liaison Officer	Y999	XO
3119	Other Crew Positions	Y999	XO
3120	Missile Crew	Y100	XO
3130	Missile Launch Crew Training Devices/Aircrew Training	T900,T900	XO
	Device Instructors		
3140	Satellite Operations	Y999	XO
3141	Satellite Operations Crew	Y999	XO
3150	Manned Spaceflight (Launch Operations)	Y999	XO
3160	Space Surveillance	T817	XO
3161	Space Surveillance Crew	Y999	XO
3170	Missile Warning	Y999	XO
3171	Missile Warning Crew	Y999	XO
31A0	Operations SQ	Y000A	XO
31A1	Operations Officer	Y000A	XO
31B1	Flight Crews	Y100	XO
31C1	Life Support	J501	XO
31D1	Ops Data Management	W824	XO
310	KC-10 Training	U400	XO
3200	Visual Information Command/Staff/Management	Y000A	SC
3202	Visual Information Operations Staff	T000A	SC
3210	Visual Information Productions	T807	SC
3230	Visual Information Documentation	T807	SC
3240	Visual Information Laboratory	T807	SC
3260	Electronic/Photographic Instrumentation	T807	SC
3270	Base Level Visual Information Support	T807	SC
3271	Base Level Visual Information Library	T807	SC
3272	Base Level Photographic Laboratory	T807	SC
3273	Presentation Services	T807	SC
3274	Base Level Graphic Arts	T807	SC
3275	Visual Information Training Aids	T807	SC
3277	Visual Information Teleconferencing Facility	T807	SC
3278	Medical Support	T807	SC
3290	Visual Information Equipment Maintenance	T807	SC
3291	Visual Information Photographic Equipment Maintenance	T807	SC
3292	Visual Information Video and Electronic Equipment Maintenance	T807	SC
3400	Weather	S000A	XO
3410	Forecasting (Replaced by 34A1)	S999	XO
3420	Weather Observing (Replaced by 34A1)	S999	XO
3430	Weather Station Operations (Replaced by 34A1)	S999	XO
3440	Scientific - Climatological Services	T999	XO
3450	Electronic Data Processing Systems (Replaced by 34A1)	S999	XO
3451	Systems Analysis and Design (Replaced by 34A1)	S999	XO
3452	Machine Operations--Weather (Replaced by 34A1)	S999	XO
3453	Statistical Reports--Weather (Replaced by 34A1)	S999	XO

AF FAC	FAC TITLE	DoD FAC	Functional
34A1	Weather Flight	S999	XO
340X	Weather Orderly Room	S000D	XO
344X	Scientific & Climatological Services Orderly Room	S000D	XO
3500	Intelligence Management	Y000A	XO
3501	Unit Admin	Y000D	XO
350X	Intelligence Orderly Room	Y000D	XO
350Y	Intelligence Orderly Room	Y000D	XO
350Z	Intelligence Orderly Room	Y000D	XO
3510	Intelligence Operations	Y130	XO
3511	Technical Intelligence	Y130	XO
3512	Transmission Activities	Y130	XO
3515	Communications Activities	Y130	XO
3516	Electronics Activities	Y130	XO
3518	Electronic Warfare Activities	Y130	XO
3520	Intelligence Collection Management	Y000A	XO
3530	Intelligence Processing and Production Management	Y130	XO
3532	Electronic Intelligence Processing and Production	Y130	XO
3533	Imagery Intelligence (IMINT) Production	Y130	XO
3536	Intelligence Library/Document Repository	Y130	XO
3537	Intelligence Data Handling System (IDHS) Development	Y130	XO
3538	IDHS/Use	Y130	XO
3540	All Source Intelligence Data Analysis	Y130	XO
3541	Intelligence Estimates	Y130	XO
3542	Target Intelligence Analysis	Y130	XO
3543	Scientific & Technological Analysis	Y130	XO
3550	Operational Unit Support/Management	Y130	XO
3551	Special Sec Ofc	Y130	XO
3552	Operational Unit Support/Target Intelligence	Y130	XO
3560	Special Intelligence Operations	Y130	XO
3561	Communications Security	Y000A	XO
3563	Precision Photographic Laboratory	T807	SC
3564	Intelligence Graphics Services	T807	SC
3569	Attache Affairs	Y999	XO
3570	Special Security Office (SSO)	Y999	XO
3580	Special Investigations Management	Y000B	IG
3581	Special Invesstigattons District Command	Y000B	IG
3583	Special Investigations District Technical Services	U300	IG
3584	Special Investigations & Counter Intelligence Operations	Y130,Y410	IG
35A1	Intelligence Flt	Y000A	XO
3600	Training and Education	U000A	DP
360X	Training and Education Orderly Room	U000D	DP
3610	Post-Commissioning Professional Military Education	U510	DP
3614	Professional Technical Education	U500, U520	DP
3615	Pre-commissioning Officer Education	U200	DP
3616	Pre-commissioning Officer Training	U200	DP
3618	Academic Instructor Schools	U300	DP
361C	Senior NCO Academy	U510	DP
362A	Athletics	U000A	DP

AF FAC	FAC TITLE	DoD FAC	Functional
362C	Commandant of Cadets	U000A	DP
362F	Dean of Faculty	U000A	DP
362P	Preparatory School	U200	DP
362R	Admissions	U999	DP
3630	Extension Course Training and Education	U540	DP
3640	Survival Training	U300	XO
3650	Language Training	U300	DP
3660	Military Training	U100	DP
3670	Foreign Professional and Technical Training	U999	DP
3680	Leadership and Management Development Center	U500	DP
3690	Combined Air Warfare	U500	XO
3700	Technical / Flying Training	U300, U400	DP/XO
3701	Technical/Flying Training Unit Admin	U000D	DP/XO
370X	Technical/Flying Training Orderly Room	U000D	DP/XO
370Y	Technical/Flying Training Orderly Room	U000D	DP/XO
370Z	Technical/Flying Training Orderly Room	U000D	DP/XO
3710	Flying Training	U400	XO
3711	Undergraduate Pilot Training (AETC)	U400	XO
3713	Undergraduate Navigator Training (AETC)	U400	XO
3714	Advanced Navigator Training (AETC)	U400	XO
3715	Electronic Warfare Training (AETC)	U400	XO
3716	Navigator Instructor Training	U400	XO
3717	Pilot Instructor Training	U400	XO
3718	Combat Crew Training	U400	XO
3719	Other Flying Training	U400	XO
3721	Aircraft Maintenance Training	U300	DP
3722	Support Equipment Maintenance Training	U300	DP
3723	Missile Maintenance Training	U300	DP
3724	Aircraft and Missile Maintenance Specialist Training	U300	DP
3725	Fighter Systems Maintenance Training	U300	DP
3726	Munitions and Weapons Training	U300	DP
3731	Missile Operations Training	U300	DP
3733	Special Instruments Training	U300	DP
3740	Communications/Electronics Technical Training	U300	DP
3741	Electronics Principles Training	U300	DP
3742	Airborne Electronics Maintenance Training	U300	DP
3743	Ground Electronics Maintenance Training	U300	DP
3744	Air/Ground Electronics Operator Training	U300	DP
3745	Radio Communications Systems Training	U300	DP
3746	Computer Systems Training	U300	DP
3747	Cryptographic Training	U300	DP
3748	Telephone/Teletype Communications Training	U300	DP
3750	Civil Engineering Technical Training	U300	DP
3760	Comptroller Technical Training	U300	DP
3780	Photographic/Intelligence/Weather Technical Training	U300	DP
3781	Photographic Technical Training	U300	DP
3782	Intelligence Technical Training	U300	DP
3783	Weather Technical Training	U300	DP

AF FAC	FAC TITLE	DoD FAC	Functional
3790	Technical Training, Other	U300	DP
3791	Administrative Training	U300	DP
3792	Personnel Training	U300	DP
3793	Manpower Training	U300	DP
3794	Air Police Training	U300	DP
3795	Recruiting Training	U300	DP
3796	Supply/Procurement Training	U300	DP
3797	Transportation Training	U300	DP
3798	Automotive Training	U300	DP
3799	Technical Instructor Training	U300	DP
37M0	Medical Technical Training	U300	DP
3800	Ground Communications - Electronics Activities	T000A	SC
3801	Ground Communications - Electronics Administration	T000A	SC
3802	Communications and Electronics Programs Management	Y550	SC
3803	Technical Control	T817	SC
3804	Network Control Center (Base Level)	T817	SC
380X	Communications - Electronics Orderly Room	T000D	SC
380Y	Communications - Electronics Orderly Room	T000D	SC
380Z	Communications - Electronics Orderly Room	T000D	SC
3810	Air Traffic Control Operations (Replaced by 13E1)	T816	XO
3811	Control Tower (Replaced by 13E1)	T816	XO
3813	Ground Control Approach (GCA)	T816	XO
3814	Radar Approach Control Center (RAPCON) (Replaced by 13E1)	T816	XO
3815	Air Route Traffic Control (ENROUTE)	T816	XO
3816	Central NOTAM Facilities	T816	XO
3820	Communications-Electronics Operations	T817	SC
3821	Communications-Electronics Operation-Administration	T817	SC
3822	Communications Security (COMSEC) Account Management	T999	SC
3830	Ground Radio Operations	T000A	SC
3832	Ground Radio Operations-Weather Intercept	T817	SC
3833	Ground Radio Operations-Command and Control Systems	T817	SC
3835	Ground Radio Operations-Special Application	T817	SC
3840	Ground Radar Operations (GRRO)	T817	SC
3843	Ground Radar Operations-Tactical Air Control	T816	SC
3844	Ground Radar Operations-Special Application	T817	SC
3845	Ground Radar Operations-Air Defense	T817	SC
3850	Teletype/Crypto Operations (TTY/CO)	T816	SC
3852	Teletype/Crypto Semi-Automatic Relay	T816	SC
3853	Teletype/Crypto Manual Relay Center	T816	SC
3854	Teletype/Crypto Terminal Center	T816	SC
3860	Secure Digital Operations	T816	SC
3861	Secure Digital Operations-Automatic Digital Relay Centers	T816	SC
3863	Secure Digital Operations Terminals-Terminal Centers	T816	SC
3865	Data Processing Centers (Equipment)	W824	SC

AF FAC	FAC TITLE	DoD FAC	Functional
	(Programming)	W826	SC
3870	Telephone Operations	T809	SC
3871	Telephone Operations-Administrative PBX	T809	SC
3872	Telephone Operations-Tactical PBX	T809	SC
3873	Telephone Operations-Automatic Secure Voice	T809	SC
3890	Automated Command and Control Systems-Communications	T817	SC
	Programming		
3891	ACCS-Air Defense	J999	SC
3892	ACCS-Space Track	J999	SC
3893	ACCS-Communications Systems	J999	SC
38A0	Communications SQ	T000A	SC
38A1	Systems Flight	J507	SC
38AA	METNAV Maintenance	T816	SC
38AB	ATCALS Maintenance	T816	SC
38AC	Ground Radio Maintenance	T816	SC
38AG	Secure Communications Maintenance	T816	SC
38AH	Telephone Operations	T809	SC
38AI	Telephone Outside Maintenance	T809	SC
38AJ	Telephone Inside Maintenance	T809	SC
38AK	Nonhardened Cable Maintenance	T809	SC
38AL	Land Mobile Radio	T817	SC
38AM	Systems Support	S731, J507	SC
38AS	Base and Installation Security Systems (BISS) Maintenance	T817	SC
38B1	Support Flight	T809,T816,T817,W824	SC
38BA	Visual Information	T807A	SC
38BB	Visual Information	T999	SC
38BC	Job Control (Replaced by 38DF)	J000D	SC
38BD	Base Network Control Center (BNCC)	T817	SC
38BE	Data Processing Center (Replaced by 38DI)	W824	SC
38BF	Telecommunications Center (Replaced by 38DK)	T816	SC
38BG	Publishing	T820	SC
38BH	Reprographics	T820	SC
38C1	Planning and Implementation Flight	Y550	SC
38DA	Base Network Control Center (BNCC)	T817	SC
38DB	Information Protection	T817	SC
38DC	Administrative Communications	T820	SC
38DD	Records Management	T820	SC
38DE	Customer Training	U999	SC
38DF	Maintenance Control	J000D	SC
38DI	Data Processing Systems	W824	SC
38DK	Telecommunications Center	T816	SC
3900 *	Material Management	T000A / K999	IL
3910	Systems Management	K999	IL
3920	Item Management	K999	IL
3930	Engineering	T804	IL
3940	Logistics Resource Management	T999	IL

AF FAC	FAC TITLE	DoD FAC	Functional
3950	System Acquisition	Y650	AQ
3960	CEM Management	T821	IL
3970	Cataloging & Standardization	T999	IL
3990	Special Logistics Management	T999	IL
400X	Direct Support Orderly Room	S000D	IL
4020	Resource Management	S000A	IL
4100	Chief of Supply	S000A	IL
4101	Assistant Chief Supply	S000A	IL
4102	Supply Admin	S000D	IL
4010	Unit Level Supply	S731	IL
4021	Logistics Plans	Y120	IL
4102	Supply Administration	S731	IL
410X	Supply Orderly Room	S000D	IL
411Z	Supply Orderly Room	S000D	IL
4120	Supply Materiel Storage and Distribution (Replaced by 41B1)	S731	IL
4121	Supply Materiel Inspection (Replaced by 41B1)	S731	IL
4122	Supply Materiel Receiving (Replaced by 41B1)	S731	IL
4123	Materiel Pick-Up and Delivery (Replaced by 41B1)	S731	IL
4124	Supply Storage and Issue (Replaced by 41B1)	S731	IL
4130	Supply Management and Systems (Replaced by 41A1)	S731	IL
4131	Supply Procedures and Analysis (Replaced by 41A1)	S731	IL
4132	Supply Customer Service and Training (Replaced by 41A1)	S731	IL
4133	Supply Computer Operations (Replaced by 41A1)	S731	IL
4134	Supply Funds Management	S999	IL
4135	Supply Inventory Section (Replaced by 41A1)	S731	IL
4136	Supply Document Control (Replaced by 41A1)	S731	IL
4140	Supply Material Management (Replaced by 41C1)	S731	IL
4141	Supply Stock Control (Replaced by 41C1)	S731	IL
4142	Supply Equipment Management (Replaced by 41C1)	S731	IL
4143	Supply Retail Sales Section (Replaced by 41C1)	S731	IL
4144	Supply Mobility Section	S731	IL
4145	Supply Munitions Management	S731	IL
4150	Supply Operations Support (Replaced by 41E1)	S731	IL
4151	Supply Demand Processing (Replaced by 41E1)	S731	IL
4153	Supply Mission Support (Replaced by 41E1)	S731	IL
4154	Supply WRSK/BLS Management (Replaced by 41E1)	S731	IL
4171	Quality Control and Inspection-POL (Replaced by 41D1)	T803	IL
4173	Fuels Operation (Replaced by 41D1)	T803,T805,T814,S731	IL
4176	POL Accounting and Administration (Replaced by 41D1)	S731	IL
41A0	Supply SQ	S000A	IL
41A1	Supply Management/Systems Flight	S731	IL
41B1	Materiel Storage/Distribution Flight	S731	IL
41C1	Materiel Management Flight	S731	IL
41D1	Fuels Management Flight	S731,T803,T814	IL
410	Combat Operations Support Flight	S731	IL
41H1	Hazardous Material Pharmacy	T801G	IL

AF FAC	FAC TITLE	DoD FAC	Functional
420X	Transportation Orderly Room	S000D	IL
420Y	Transportation Orderly Room	S000D	IL
4205	Transportation Combat Readiness and Resources	T999	IL
4210	Vehicle Management (Replaced by 42A1)	S716	IL
4212	Fleet Management (Replaced by 42A1)	S716	IL
4220	Management and Administration (Replaced by 42C1)	S740	IL
4223	Air Freight Terminal (Replaced by 42C1)	S740	IL
4224	Packing and Crating (Replaced by 42C1)	S731	IL
4225	Personal Property (Replaced by 42C1)	S740	IL
4226	Passenger Movement (Replaced by 42C1)	S740	IL
4227	Surface Freight (Replaced by 42C1)	S740	IL
4228	Air Passenger Terminal (Replaced by 42C1)	S740	IL
4230	Aerial Port Operations (Replaced by 42B0)	S740	IL
4231	Passenger Services (Replaced by 42E1)	S740	IL
4232	Fleet Services (Replaced by 42F1)	S740	IL
4236	Terminal Reservations (Replaced by 42B0)	S740	IL
4237	Aircraft Services (Replaced by 42B0)	S740	IL
4240	Vehicle Maintenance Management (Replaced by 42B1)	S717	IL
4241	Vehicle Maintenance (Replaced by 42B1)	S717	IL
4242	Vehicle Maintenance Control (Replaced by 42B1)	S717	IL
4243	Vehicle Maintenance Material Control (Replaced by 42B1)	S717	IL
42A0	Transportation SQ	S000A	IL
42A1	Vehicle Operations Flight	S716	IL
42A2	Vehicle Operations	S716	IL
42B0 *	Aerial Port SQ	T000A / S740	IL
42B1	Vehicle Maintenance Flight	S717	IL
42C1	Traffic Management Flight	S740	IL
42D1	Combat Readiness Flight	T999	IL
42D2	Combat Readiness & Resources	T999	IL
420	Air Passenger Flight	S740	IL
42E1	Air Passenger Flight	S740	IL
42F1	Fleet Services Flight	S740	IL
42G1	Combat Readiness/Resources Flight	T810	IL
42H1	Aerial Port Air Terminal Operations Center	S740	IL
42I1	Air Delivery Flight	T810	IL
42J1	Aerial Port Air Freight Flight	S740	IL
42K1	Air Mobility Flight	T810	IL
42O1	Aircraft Services	S740	IL
42P1	Commercial Gateways	S740	IL
4300	Chief, Security Police	S000A	SF
430X	Security Police Orderly Room	S000D	SF
430Y	Security Police Orderly Room	S000D	SF
4310	Administration and Reports (Replaced by 43B1)	S724	SF
4312	Pass and Registration (Replaced by 43B1)	S724	SF
4313	Information Security	S999	SF
4320	Correction	S724	SF
4330	Security Police Operations (Replaced by 43C1 and	S724	SF

AF FAC	FAC TITLE	DoD FAC	Functional
	43D1)		
4331	Security Police Training (Replaced by 43D1)	S724	SF
4333	Military Working Dog Program (Replaced by 43D1)	S724	SF
4341	Confinement Facility (Replaced by 43C1)	S724	SF
4346	Installation Entry Control (Replaced by 43C1)	S724	SF
4347	Non-nuclear Munitions Protection (Replaced by 43C1)	S724	SF
4348	MAJCOM HQ Support	S999	SF
4371	Command, Control, and/or Warning Systems	S724	SF
	Security (Replaced by 43C1)		
4372	Command, Control, and/or Warning Systems	S724	SF
	Security Response Teams (Replaced by 43C1)		
43A1	Stan/Eval	S000B	SF
43B1	Administration and Reports Flight	S724	SF
43C1	Operations Flight		SF
43D1	Training and Resources Flight	S724	SF
4400	Civil Engineering	Z000A	IL
4403	Industrial Engineering	T821	IL
4406	Family Housing Management	Z991	IL
4409	Red Horse	Z999	IL
4410	Readiness Management	T999	IL
4420	Engineering and Environmental Planning	Z999	IL
4421	Engineering-Technical and Design	T804	IL
4422	Contract Management	T999	IL
4423	Environmental and Contract Planning	Y999	IL
4424	Real Estate	T999	IL
4425	Fire Protection Management & Administration	S000A	IL
4426	Fire Operations	S718	IL
4427	Fire Technical Services	S718	IL
4430	Operations	Z000A	IL
4432	Family Housing Maintenance-Supervision	Z991	IL
4435	Requirements	Z999	IL
4436	Production Controls	Z999	IL
4437	Planning	Z000B	IL
4438	Logistics	Z999	IL
4440	Pavements and Grounds	Z993	IL
4441	Pavements and Equipment Operations	Z993	IL
4443	Grounds Maintenance	Z993	IL
4450	Structures	Z991,Z992	IL
4451	Structural	Z991,Z992	IL
4452	Protective Coating	Z991,Z992	IL
4453	Plumbing	Z991,Z992	IL
4454	Metal Working	Z991,Z992	IL
4455	Masonry	Z992	IL
4460	Mechanical-Civil Engineering	T804	IL
4461	Refrigeration and Air Conditioning	S729,Z991,Z992	IL
4462	Liquid Fuels System Maintenance	S726,S730	IL
4463	Heating Systems	Z992	IL
4465	Heating, Ventilating, and Air Conditioning Maintenance	S730,Z992	IL

AF FAC	FAC TITLE	DoD FAC	Functional
4468	Controls	Z999	IL
4470	Electrical-Civil Engineering	Z991,Z992	IL
4471	Interior Electrical	Z991,Z992	IL
4472	Exterior Electrical	S725	IL
4480	Electrical Power Production	S725	IL
4491	Water and Waste	S727,S728	IL
4492	Custodial Services	S709	IL
4493	Pest Management	S710	IL
44CE	Base Civil Engineer	Z000A	IL
44EB	Air Base Operability	S999	IL
44EC	Engineering	T804	IL
44ED	Explosive Ordinance Disposal	T999	IL
44EF	Fire Protection		IL
44EH	Housing	Z991	IL
44EO	Operations		IL
44EP	Acquisition Liaison CE Support	T999	IL
44EQ	Contracted CE Support	T000B	IL
44ER	Resources	T999	IL
44ET	Test/Range Civil Engineering Support		IL
44EV	Environmental	S999	IL
44OA	Section Maintenance Engineering	T804,Z999	IL
44OB	Section Maintenance Acquisition		IL
44OC	Section Facility Maintenance	Z991,Z992	IL
44OD	Section Infrastructure Support		IL
44OE	Section Heavy Repair		IL
4500	Morale, Welfare Recreation	G011	IL
4510	Nonappropriated Fund Financial Management	Y510	IL
4520	Military Physical Fitness Centers	G011	IL
4526	Youth Activities	G011	IL
4527	Recreation Areas	G011	IL
4563	Library Service Center	G010	IL
45A0	MWRS Overhead	G000A	IL
45A1	MWRS Admin	G000D	IL
45AA	Staff	Y530	IL
45AB	Staff	Y530	IL
45B0	Resource Mgt	Y510	IL
45B1	Data Automation	W824	IL
45C0	Force Management	T999,G001	IL
45C1	HRO/Mark Pub	T000B	IL
45D0	Military Support	S000A	IL
45D1	Food Service	S713	IL
45D2	Contracted Food	S000A	IL
45D3	Food Service Attendant	S713	IL
45D4	Academy (Dining Hall)	S713,S713	IL
45D5	Billeting	G901	IL
45D6	Linen Exchange	S999A	IL
45D7	Laundry/Drycleaning	S708	IL
45D8	Physical Fitness	G011	IL

AF FAC	FAC TITLE	DoD FAC	Functional
45D9	Recreation Center	G011	IL
45DJ	Troop Issue	G008	IL
45E0	Member Support	S000A	IL
45G0	Recreation Support	G000A	IL
45E1	Officers' Open Mess	G011	IL
45E2	Noncommissioned Officers' Club	G011	IL
45E4	Consolidated Open Club	G011	IL
45E5	Golf	G011	IL
45E6	Bowling (Over 12 Lanes)	G011	IL
45E7	Bowling (12 Lanes and Under)	G011	IL
45F0	Youth Programs	G011	IL
45F1	Youth Activities	G011	IL
45F2	Child Development	G011	IL
45F3	Food Service in Child Development Centers	G011	IL
45F4	Family Day Care	G011	IL
45G1	General Libraries	G010	IL
45G2	Scientific & Technical Libraries	R660	IL
45G4	Arts/Crafts	G011	IL
45G5	Outdoor Recreation	G011	IL
4600	Services	G000A	IL
4640	Laundry and Dry Cleaning	S708	IL
4650	Billeting	G901	IL
4651	Furnishings Management	S731	IL
4653	Dormitory Management	G901	IL
4670	Food Service	S713	IL
4671	Dining Hall	S713	IL
4674	Flight Kitchen	S713	IL
4675	Food Service Attendant	S713	IL
4700	Base Operations	T000A	XO
4710	Airfield Mangement	Y999	XO
4721	Records and Forms - Base Operations	T999	XO
4724	Centralized Aircrew Life Support	J999	IL
4731	Combat Arms Training and Maintenance	U300	SF
4740	Bomb and Gunnery Range	T999	XO
4750	Base Plans	Y120	XO
4751	Disaster Preparedness	S999	IL
4760	Survivor Training/Base	U300	XO
4800	Supply and Transportation	S000A	IL
4810	Management Service Division	T801	IL
4821	Facilities Services	T801	IL
4822	Centralized Materiel Receiving	T801	IL
4823	Materiel Storage-ALC	T801	IL
4825	Animal Support--Working Dogs	T801	SF
4826	Combat Logistic Supply Support	T801	IL
4830	Base & Depot Supply	S000A	IL
4831	Materiel Requirements	T801	IL
4832	Customer Supply Support	T801	IL
4833	Fuels Support	T805	IL

AF FAC	FAC TITLE	DoD FAC	Functional
4834	Operations and Management	T801	IL
4835	Depot Maintenance Support	T801	IL
4852	Inventory Control	T801	IL
4870	Transportation Operations Management	S740	IL
4871	Air Terminal/LOGAIR	T999	IL
4872	Packing and Preservation	T801	IL
4873	Passenger and Personal Property	T999	IL
4874	Traffic Management	T999	IL
4876	Combat Logistic Transportation Support	T999	IL
4877	Transportation Operation Services	T999	IL
4878	Packaging Management	T999	IL
4879	Packaging Evaluation Services	T999	IL
4891	Cargo Control	T800, T810	IL
4900	Other Support Activities	T999	IL/SC
4910	Office Machines and Equipment	S715	SC
4930	Engineering and Installations	T000A	SC
4931	Maintenance and Installation	T818	SC
4932	Systems and Facilities Engineering	T818	SC
4933	Engineering and Installations Program Management	T818	SC
4940	Dependent Schools	U700	DP
4970	Other Watercraft	T999	IL
4990	Miscellaneous	T999	IL
4991	Bands	T999	PA
4992	Mortuary	G001	IL
4993	AF Museum	S750	HO
4999	Students	U999	DP
5100	Medical Command	H000A	SG
5101	TRICARE Lead Agent	Y600	SG
5102	Medical Law Consultant	H000B	SG
5110	Group/Squadron Staff	H000A	SG
5111	Quality Services	H999	SG
5140	Patient Admin	H999	SG
5142	Ambulatory Care	H999	SG
5151	Housekeeping	S709	SG
5200	Clinical Medicine	H000A	SG
5205	Nursing Services	H000A	SG
5210	Medicine	H101	SG
5211	Internal Medicine	H101	SG
5212	Respiratory Care	H101	SG
5214	Neurology	H101	SG
5215	Dermatology	H101	SG
5216	Mental Health	H101	SG
5217	Occupational Therapy	H101	SG
5218	Allergy/Immunology	H101	SG
5219	Medical Nursing Units	H118	SG
5220	Emergency Medicine Services	H101	SG
5223	Family Practice	H101	SG
5224	Primary Care	H101	SG

AF FAC	FAC TITLE	DoD FAC	Functional
5225	Family Practice Residency Training Support	H999	SG
5230	Surgery	H102	SG
5231	Neurological Surgery	H102	SG
5232	Thoracic Surgery	H102	SG
5233	Urology	H102	SG
5234	General Surgery	H102	SG
5235	Ophthalmology	H102	SG
5236	Otorhinolaryngology	H102	SG
5237	Plastic Surgery	H102	SG
5239	Orthopedics	H102	SG
523A	Orthopedic Appliance Shop	H111	SG
5240	Surgical Suite	H102	SG
5241	Clinical Dentistry	H110	SG
5242	Anesthesia	H102	SG
5243	Same Day Surgery	H102	SG
5244	Surgical Nursing	H118	SG
5245	Peripheral Vascular Surgery	H102	SG
5250	Maternal/Child Care	H101	SG
5251	Pediatrics	H101	SG
5252	Medically Related Service	H101	SG
5253	Obstetrical/Newborn/Pediatric Nursing Units	H118	SG
5254	Obstetrics and Gynecology	H101	SG
5260	Special Care	H101	SG
5270	Physical Medicine	H109	SG
5300	Aerospace Medicine Command	H000A	SG
5310	Flight/Missile Medicine	H101	SG
5311	Bioenvironmental Engineering	H101	SG
5312	Occupational Medicine Services (AFMC Only)	H120	SG
5313	Public Health	H116	SG
5314	Readiness	H000B	SG
5315	Health Promotion	H119	SG
5316	Aeromedical Staging Flight (Fixed)	H999	SG
5317	Physiology Training	H999	SG
5318	Physical Exams	H101	SG
5319	Optometry	H101	SG
5320	Immunizations	H101	SG
5321	Health and Wellness Center Support	H119	SG
5322	Hyperbaric Medicine	H101	SG
5400	Dental Command	H000A	SG
5421	Dental Clinic	H113	SG
5422	Base Dental Laboratory	H114	SG
5423	Area Dental Laboratory	H114	SG
5440	Occupational and Environmental Health Laboratory	H120	SG
5460	Independent Medical Support	H115	SG
5500	Med Spt Command	H000A	SG
5510	Diagnostics and Therapeutic Services	H101	SG
5511	Histopathology	H106	SG
5512	Clinical Laboratory	H106	SG

AF FAC	FAC TITLE	DoD FAC	Functional
5513	Pharmacy	H108	SG
5514	Radiology	H107	SG
5515	Nuclear Medicine	H101	SG
5520	Nutritional Medicine Service	H105	SG
5530	Medical Logistics	H101	SG
5540	Personnel & Admin	H000D	SG
5550	Resource Mgmt	H000B	SG
5560 *	TRICARE	H000D / H999	SG
5570	Medical Information Systems	H000C /W824	SG
5610	Aeromedical Evacuation Management	H000A	SG
5630	Aeromedical Evacuation Operations	H999	SG
5640	In-Flight Medical Care	H999	SG
5660	Aeromedical Staging Flight (Mobile)	H999	SG
5701	Education and Training	U300	DP
5703	Professional & Technical Training Hospital	H999	DP
5704	Medical Technical Training	U300	DP
5720	Interns	U300	SG
5730	Residents	U300	SG
5740	Other Medical Services Students	U300	SG
5XXX	Medical (Clinics)	H115	SG
6XXX	Research and Development (R&D) Support	R660	AQ/TE
6420	Engineering Development - Aeronautical	T803, T814	IL
7094	Station Broadcast Management	T000A	PA
7095	Station Broadcast Operations	T999	PA
7096	Radio Broadcast Engineering and Maintenance	T817	SC
7101	Office of the Secretary of Defense Staff	Y000A	
7102	AF Element, Electrically Optical Guided Weapons/ Countermeasures	Y999	
7103	Army/Air Force Exchange Service (Army)	G000A	
7105	Armed Forces Information and Education Program	U999	
7106	Armed Forces Institute of Pathology	U300	
7107	Armed Forces Professional Entertainment Board	G000A	
7110	Armed Forces Explosive Safety Board	T000A	
7111	Defense Medical Material Board	H000A	
7114	DoD High School Newspaper Service	S000A	
7116	Joint Housing	G000A	
7117	Strategic Warning Staff (AF)	Y999	XO
7123	Armed Forces Pest Control Board	S000A	
7128	Armed Forces Examining Stations	T000B	
7133	Health Facilities Office	H000A	SG
7137	Joint Personal Property Shipping Offices	T000A	
7144	Military Postal Service Agency	S000A	
7145	National Guard Bureau	Y000A	NGB
7159	Defense Equal Opportunity Management Institute	S000A	DP
7162	DoD Medical Review Board (AF)	H000A	SG
7165	Office of CHAMPUS (Army)	H000B	SG
7169	Uniformed Services University of Health Sciences	U520	
7170	Defense Mapping Agency	T000B	

AF FAC	FAC TITLE	DoD FAC	Functional
7176	Medical Support Administration	H000D	SG
7180	Defense Logistics Agency	T000A	
7183	Defense Acquisition Regulatory Council	Y650	AQ
7185	Federal Emergency Management Agency	Y999	
7186	National Committee Employer Support of Guard and Reserve (OSD)	Y530	RE
7190	National Security Agency	Y999	XO
7195	Air Force Blood Program (AF)	G000A	SG
7199	Defense Science Board	T000A	
7201	Organization of the Joint Chiefs of Staff (JCS)	Y999	
7203	Joint Strategic Target Planning (AF)	Y999	XO
7210	Defense Nuclear Agency	Y999	
7220	Defense Commissary Agency	T000A	
7240	Defense Intelligence Agency	Y130	XO
7242	DIA Air Attache	Y999	
7243	AF Element, Defense Finance and Accounting Service	S000A	
7260	National Defense University	U500	
7262	Industrial College of the Armed Forces	U500	
7265	Defense Language Institute	U300	
7266	Armed Forces Courier Service	T000A	
7280	AF Element, Joint Electronic Warfare Center	Y999	
7320	Atlantic Command	Y000A	
7321	HQ Atlantic Command	Y000A	
7330	AF Element, USSPACECOM	Y000A	
7331	HQ US Southern Command	Y000A	
7344	AF Element NORAD	Y000A	
7351	HQ US European Command	Y000A	
7353	Special Operations Task Force Europe (Army)	Y000A	
7361	HQ Pacific Command	Y000A	
7368	Air Liaison of Canberra	Y999	
7375	US Document Control Office/USDCO (National) (AF)	Y999	
7378	US Central Command	Y000A	
7397	US Transportation Command	Y000A	
7398	US Special Operations Command	Y000A	
7410	NATO	Y999	
7412	US Representatives to Military Committee (Army)	Y999	
7416	Military Agency for Standardization (NATO) (Navy)	Y999	
7420	Shape Technical Center (NATO) (AF)	Y999	
7423	Mutual Weapons Development Agency (NATO) (AF)	Y999	
7425	Allied Command Atlantic (NATO) (Navy)	Y000A	
7426	Canada-US Region Planning Group/NATO (AF)	Y999	
7442	Inter-Amecian Defense Board/College (Army)	Y999	
7461	SHAPE - Staff (Army)	Y000A	
7462	SHAPE International Support Command (Army)	Y000A	
7463	Allied Air Force Central Europe (AIRCENT) (Army)	Y000A	
7464	Allied Force Central Europe (AFCENT) (Army)	Y000A	
7465	2 Allied Tactical Air Force (2 ATAF) (AF)	Y000A	
7466	Allied Forces Northern (AFNORTH)	Y000A	

AF FAC	FAC TITLE	DoD FAC	Functional
7467	Allied Forces Baltic Approach (AFBALAP) (AF)	Y000A	
7469	Allied Forces Southern Europe (AFSOUTH) (Navy)	Y000A	
7470	Allied Air Forces Southern Europe (AIRSOUTH) (Navy)	Y000A	
7472	6th Allied Tactical Air Force (6 ATAF) (AF)	Y000A	
7473	Allied Land Force Southeast Europe (LANDSOUTH)	Y000A	
7474	4th Allied Tactical Air Force (4 ATAP) (AF)	Y000A	
7475	5th Allied Tactical Air Force (5 ATAP) (Army)	Y000A	
7476	Allied Land Force Southern Europe (LANDSOUTH)	Y000A	
7478	US National Military Representative International (Army)	Y999	
7483	USAF R&D Liaison Office	R000B	AQ
7520	US European Command/MAP (Army)	Y000A	
7562	Office of Defense Cooperation (AF)	Y999	
7600	Other Military Departments	Y999	
7605	Hq US Army Forces Command	Y000A	
7631	Military Traffic Management and Terminal Service (Army)	T000A	IL
7656	Naval Post Graduate School	U520	
7704	The White House	Y999	
7707	NASA	Y999	
7713	Department of Energy	Y999	
7714	Department of Justice	Y999	
7721	Department of State	Y999	
7722	Natural Aero and Space Comm	Y999	
7731	UN Truce Supervision Organization	Y999	
7733	National Oceanic and Atmospheric Administration	Y999	
7735	National Military Intelligence Center	Y130	XO
7804	Federal Aviation Agency	Y999	
7806	AF Element NATO AWAC	Y999	
7808	Selective Service/System	Y999	
7810	US Arms Control and Disarmament Agency	Y999	
7820	Office of Science and Technology Policy	Y999	
7826	Heavy Cloud	Y999	
7830	Technical Assistance	Y999	
7844	Central Intelligence Agency	Y130	XO
8001	Contractor Operated Installations	P100	IL
8312	Contractor Engineering and Technical Services (CETS)	T813	IL

## MAJCOM, FOA, & DRU CODING RESPONSIBILITIES

UNITS	GUIDANCE FROM:	CODING BY:
<b><u>MAJCOMS</u></b>		
Air Combat Command (ACC)	ALL	ACC
Air Education and Training Command (AETC)	ALL	AETC
Air Force Materiel Command (AFMC)	ALL	AFMC
Air Force Reserve Command (AFRC) to include Air Reserve Personnel Center (ARPC)	AF/RE	AFRC
Air Force Space Command (AFSPC)	ALL	AFSPC
Air Force Special Operations Command (AFSOC)	ALL	AFSOC
Air Mobility Command (AMC)	ALL	AMC
Pacific Air Forces (PACAF)	ALL	PACAF
United States Air Forces in Europe (USAFE)	ALL	USAFE
<b><u>FIELD OPERATING AGENCIES</u></b>		
Air Force Agency for Modeling and Simulation (AFAMS)	AF/XOC	11 <sup>th</sup> WG
Air Force Audit Agency (AFAA)	SAF/AG	AFOSI
Air Force Base Conversion Agency (AFBCA)	SAF/MI	11 <sup>th</sup> WG
Air Force Center for Environmental Excellence (AFCEE)	AF/ILE	AFCEE
Air Force Center for Quality and Management Innovation (AFCQMI)	AF/XPM	AFCQMI
Air Force Civil Engineer Support Agency (AFCESA)	AF/ILE	AFCESA
Air Force Cost Analysis Agency (AFCAA)	SAF/FM	11 <sup>th</sup> WG
Air Force Flight Standards Agency (AFFSA)	AF/XOO	11 <sup>th</sup> WG
Air Force Historical Research Agency (AFHRA)	AF/HO	11 <sup>th</sup> WG
Air Force History Support Office (AFHSO)	AF/HO	11 <sup>th</sup> WG
Air Force Inspection Agency (AFIA)	SAF/IG	AFOSI
Air Force Legal Services Agency (AFLSA)	AF/JA	11 <sup>th</sup> WG
Air Force Logistics Management Agency (AFLMA)	AF/ILX	AFLMA
Air Force Medical Operations Agency (AFMOA)	AF/SG	11 <sup>th</sup> WG
Air Force Medical Support Agency (AFMSA)	AF/SG	11 <sup>th</sup> WG
Air Force National Security Emergency Preparedness Office (AFNSEPO)	AF/XO	11 <sup>th</sup> WG
Air Force News Agency (AFNEWS)	SAF/PA	AFNEWS
Air Force Nuclear Counterproliferation Agency (AFNCA)	AF/XON	11 <sup>th</sup> WG

## MAJCOM, FOA, & DRU CODING RESPONSIBILITIES

UNITS	GUIDANCE FROM:	CODING BY:
Air Force Office of Special Investigations (AFOSI)	SAF/IG	AFOSI
Air Force Operations Group (AFOG)	AF/XOO	11 <sup>th</sup> WG
Air Force Personnel Center (AFPC)	AF/DP	AFPC
Air Force Personnel Operations Agency (AFPOA) to include Air Force Civilian Career Training Agency	AF/DP	11 <sup>th</sup> WG
Air Force Program Executive Office (AFPEO)	SAF/AQ	11 <sup>th</sup> WG
Air Force Real Estate Agency (AFREA)	AF/ILE	11 <sup>th</sup> WG
Air Force Review Boards Agency (AFRBA)	AF/DP	11 <sup>th</sup> WG
Air Force Safety Center (AFSC)	AF/SE	AFSC
Air Force Services Agency (AFSVA)	AF/ILV	AFSVA
Air Force Studies and Analyses Agency (AFSAA)	AF/XO	11 <sup>th</sup> WG
Air Force Technical Applications Center (AFTAC)	AF/XO	AFSPC
Air Intelligence Agency (AIA)	AF/XOI	AIA
Air National Guard Readiness Center (ANGRC)	ANG	NGB
Air Force Weather Agency (AFWA)	AF/XOW	AFWA
Joint Services Survival, Evasion, Resistance and Escape Agency (JSSA)	AF/XO	11 <sup>th</sup> WG
<b><u>DIRECT REPORTING UNITS</u></b>		
Air Force Communications and Information Center (AFCIC) to include Air Force Pentagon Comm Agency	AF/SC	AFCIC
Air Force Doctrine Center (AFDC)	AF/XO	11 <sup>th</sup> WG
Air Force Operational Test and Evaluation Center (AFOTEC)	AF/TE	AFOTEC
Air Force Security Forces Center (AFSFC)	AF/SF	11 <sup>th</sup> WG
United States Air Force Academy (USAFA)	AF/DP	USAFA
11th Wing (11 WG)	11 <sup>th</sup> WG	11 <sup>th</sup> WG
<b><u>OTHER</u></b>		
Air Force Reserve	AF/RE	AF/RE
Air National Guard	ANG	NGB
Joint	AF/XPMR	AF/XPMR

## **Fiscal Year 1998 Inherently Governmental and Commercial Activities Inventory Quick Reference Tutorial Guide**

The following Quick Reference Tutorial Guide provides a suggested overview of the steps involved in coding DoD manpower authorizations in the Inherently Governmental and Commercial Activities Inventory. This year's inventory will establish a new baseline for both inherently governmental and commercial activities, and will bring more focus to the management of commercial activities Department of Defense-wide. This information will be critical to the Department of Defense's efforts to fund badly needed force modernization initiatives by maximizing efficiency through competition without sacrificing readiness. As a result, it is important that the DoD Components code all civilian and military (Active Component and Active Guard/Reserve) manpower authorizations as accurately as possible.

### **General**

In accordance with Defense Reform Initiative Directive #20, Review of Inherently Governmental Functions, this year's inventory will provide a more complete picture of what functions and positions are:

- inherently governmental in nature;
- commercial activities exempt from competition; and
- commercial activities that should be competed.

Data in this year's inventory will be reported in terms of military and civilian authorizations (programmed "civilian FTE or work years") in order that it can be verified against FY 1998 manpower data reported in the FY 1999 President's Budget and DoD Manpower Requirements Report (DMRR). This means that all of the manpower authorizations in the Department of Defense will be accounted for and each will be identified by a specific function code and a specific reason code. This will provide a more complete picture of which manpower authorizations are inherently governmental, which are exempt from competition (in-house performance required), and which are available for competition. This year, the processes for identifying function and reason codes are completely independent of each other. In other words, a given function code does not have a corresponding reason code. Each manpower authorization should be assigned one function code and one reason code. Although the specific approach may vary somewhat by DoD Component, this guide provides a general explanation of the methodology to be followed when coding the manpower.

Generally, before considering any coding, a Component should review organizations within their Department, Agency, or Activity and analyze the functions each organization performs. Each manpower authorization must be considered in conjunction with its relationship to its basic parent organization. Choose one of the 12 major functional categories that is most closely associated with the work that each organizational unit performs. The 'Y' (Management Headquarters and Other Selected Centralized Functions) major functional category is unique from the other major categories and should generally not be used by organizations performing commercial activity type base operations at installations. The "Y" code is particularly unique in that it contains functional

element codes for combat forces, operational planning and control, management headquarters and other centralized functions.

### **Assign Function Codes**

Each manpower authorization in the organization being coded must be assigned an individual functional element code listed under the chosen major functional category. Assign the one functional element code that “best explains” the function performed by each manpower authorization. Supervisors at the functional element code level should be coded with that functional element code. It is likely that each organization will have manpower authorizations with different functional element codes within the same major functional category. If there is no functional element code that “best explains” the function performed by a given manpower authorization, there are two options. First, the DoD Component should consider coding the manpower authorization with the function code that the workload it most supports. As a last resort, the DoD Component should code the manpower authorization with the miscellaneous “999” codes (i.e. G999, H999, J999, etc.) found at the end of each major category of the function code listing. **Important Note:** As mentioned above, the function coding process is completely independent of the reason coding process. This is a change from last year. Last year, most DoD Components assigned a “Y” function code (Selected Functions) to all positions that were assigned a reason code that describes the position as inherently governmental. This year, there are no required combinations of function codes to reason codes. Determine the most appropriate function code and the most appropriate reason code based on the characteristics of the work being performed.

### **Assign Reason Codes**

Components must assign a reason code to each authorization using the reason code instructions and the associated DoD Manpower Mix Criteria Chart. The reason codes will provide a clear picture of all DoD manpower authorization in terms of whether they are “Core Manpower,” (military essential or civilian essential manpower not subject to competition) and why, or “Non-Core Manpower,” (restricted from competition or not restricted from competition) and why. Collectively, the reason codes will also provide a more complete understanding of which positions are inherently governmental or otherwise exempt from competition, DoD-wide. For positions that are subject to competition (or direct conversion), the reason codes provide information on the current status of that position in the competition process. As with function codes, each manpower authorization should only be assigned one reason code. Supervisors at the individual functional element code level of comparable commercial activities shall also be coded as comparable. The critical part of the reason code assignment process is that you follow the order of precedence on the DoD Manpower Mix Criteria Chart, and associated reason code instructions, (alphabetically by reason code letter: A, B, C, etc.) when determining the appropriate reason code for a given manpower authorization. **Important Note:** Ideally, manpower mix criteria (reason codes) would be applied during the manpower requirements determination (MRD) process when the DoD Components can give consideration to how reorganizations, functional realignments, inter-service and intra-governmental support, workload redistributions, etc., could produce a more efficient organization. However, since there is not sufficient time to conduct a

manpower review of all positions and functions, DoD Components are asked to code manpower authorizations based on the current organization and work distribution.

### **Reporting Format**

A single cumulative entry should be made for inventory data associated with embassy related activities and for classified locations or functions. Components will submit their inventory data in accordance with the instructions at Appendix 1.

## INHERENTLY GOVERNMENTAL AND COMMERCIAL ACTIVITIES INVENTORY REPORTING FORMAT

Components shall use Report Control Symbol “DD-A&T(A)1540” as their authority to collect this data. Reports shall be transmitted on a 3.5 inch diskette or by e-mail in either Microsoft Access 2.0 (or higher), or compatible format, which can be exported to Microsoft Excel Spreadsheets with the field lengths and positions as identified in the format.

### Data Format:

<u>DATA ELEMENT</u>	<u>DISK POSITIONS</u>	<u>FIELD</u>	<u>TYPE OF DATA</u>
Service/Component Designator	1	A	A
Installation		A1	
State, Territory, Possession or Foreign Country	2–3	A1a	N/A
Place	4–9	A1b	A/N
Function+	10–14	A2	A/N
Civilian FTE (Workyears)	15–20	A3	N
Military Authorizations	21–26	A4	N
Reason for In-House Operation+	49	A8	A
Most Recent Year In-House Operation Approved+	50–51	A9	N
Year DoD Commercial Activity Scheduled for Next Review+	52–53	A10	N
Installation Name	76–132	A11	A

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NOTES: A = Alpha; N = Numeric. A and A/N data shall be left justified, space filled. N data shall be right justified and zero filled. Items marked with a cross (+) have been registered in the DoD Data Element Dictionary.

When definite coding instructions are not provided, reference must be made to DoD 5000.12-M. Failure to follow the coding instructions contained in this document, or those published in it makes the DoD Component responsible for noncompliance of required concessions in database communication.

**B. Data Entry Instructions:**

<u>FIELD</u>	<u>INSTRUCTION</u>
A	Enter the appropriate Service/Component Designator.
A1a	Enter the two-position numeric code for state (data element reference ST-GA), or U.S. territory or possession, as shown in the attached numeric state codes. Enter the two-position alpha code for the foreign country as shown in the attached alpha country codes. This data entry does not apply to classified locations or to workload performed at individual embassies.
A1b	Enter the unique alphanumeric code established by the DoD Component for the military installation, named populated place, or related entity where the workload was performed during the fiscal year covered by this submission. A separate listing or file should be provided showing each unique place code and its corresponding place name. Use 000000 for the cumulative identification of classified locations or installations. Use 999999 to identify workload performed cumulatively at embassies.
A2	Enter the function code from Tab B that best describes the type of activity or workload principally performed. Left justify.
A3	Enter total civilian FTE (workyears) applied to the performance of the function during the fiscal year. Right justify. Zero fill.
A4	Enter the total military authorizations applied to the performance of the function during the fiscal year. Right justify. Zero fill.
A8	Enter the reason code describing the civilian and military authorizations performing the function from Tab A of this package.
A9	Enter the last two digits of the most recent fiscal year corresponding to the reason for in-house operation, as stated in field A8.
A10	Enter the last two digits of the fiscal year the function is scheduled for study or next review. (Data element reference YE-NA.)
A11	Enter the installation name, named populated place, or related entity, where the workload is performed. Use the word “classified” for the cumulative installations or activities that can not be identified. Enter the term “Worldwide Embassy” to cumulatively identify embassies .

Codes for Denoting States, Territories, and  
Possessions of The United States ( Foreign Countries leave field A1a blank)

a. NUMERIC STATE CODES (Data element reference ST-GA)	
01 Alabama	30 Montana
02 Alaska	31 Nebraska
04 Arizona	32 Nevada
05 Arkansas	33 New Hampshire
06 California	34 New Jersey
08 Colorado	35 New Mexico
09 Connecticut	36 New York
10 Delaware	37 North Carolina
11 District of Columbia	38 North Dakota
12 Florida	39 Ohio
13 Georgia	40 Oklahoma
15 Hawaii	41 Oregon
16 Idaho	42 Pennsylvania
17 Illinois	44 Rhode Island
18 Indiana	45 South Carolina
19 Iowa	46 South Dakota
20 Kansas	47 Tennessee
21 Kentucky	48 Texas
22 Louisiana	49 Utah
23 Maine	50 Vermont
24 Maryland	51 Virginia
25 Massachusetts	53 Washington
26 Michigan	54 West Virginia
27 Minnesota	55 Wisconsin
28 Mississippi	56 Wyoming
29 Missouri	
b. NUMERIC CODES FOR TERRITORIES AND POSSESSIONS (FIPS 55-2)	
60 American Samoa	78 Virgin Islands
66 Guam	79 Wake Island
69 Northern Marianna Islands	81 Baker Island
71 Midway Islands	86 Jarvis Island
72 Puerto Rico	89 Kingman Reef
75 Trust Territory of the Pacific Islands	95 Palmyra Atoll
76 Navassa Island	

Appendix 1

## Country Codes

Afghanistan	AF
Albania	AL\
Algeria	AG
American Samoa	AQ
Andorra	AN
Angola	AO
Anguilla AV	
Antartica	AY
Antigua & Barbuda	AC
Argentina	AR
Armenia (formerly part of UR) AM	
Aruba	AA
Ashmore & Cartier Islands	AT
Australia	AS
Austria	AU
Azerbaijan (formerly part of UR)	AJ
Azores Islands (obsolete – PO)	AZ
Bahamas, The	BF
Bahrain	BA
Baker Island (formerly KQ)	FQ
Bangladesh	BG
Barbados	BB
Basmas Da India	BS
Belgium	BE
Belize (British Honduras)	BH
Benin (formerly Dahomey) (DM)	BN
Bermuda	BD
Bhutan	BT
Bolivia	BL
Botswana	BC
Bouvet Island	BV
Brazil	BR
British Indian Ocean Terr. IO	
British Virgin Islands	VI
Brunei	BX
Bulgaria	BU
Burkina (formerly Upper Volta)	UV
Burma (now Myanmar)	BM
Burundi	BY
Byelarus (formerly part of UR)	BO
Cambodia (Kampuchea)	CB
Cameroon	CM
Canada	CA
Canal Zone (obsolete) – see PM	PQ
Canton & Enderbury Islands	EQ
Cape Verde	CV
Cayman Islands	CJ

## Country Codes

Central American Republic	CT
Chad	CD
Chile	CI
China, Communist	CH
Christmas Island	KT
Clipperton Island	IP
Cocos (Keeling) Island	CK
Columbia	CO
Comoros	CN
Congo	CF
Cook Island	CW
Coral Sea Islands	CR
Costa Rica	CS
Cuba	CU
Cyprus	CY
Czechoslovakia	CZ
Denmark	DA
Djibouti	DJ
Dominica	DO
Dominican Republic	DR
Ecuador	EC
Egypt	EG
El Salvador	ES
Equatorial Guinea	EK
Estonia (formerly part of UR)	EN
Ethiopia	ET
Europa Island	EU
Falkland Isls (Islas Malvinas)	FA
Faroe Islands	FO
Federated States of Micronesia	FM
Fiji	FJ
Finland	FI
France	FR
French Guinea	FG
French Polynesia	FP
French S. & Antarctic Lands	FS
French Territory of the AFARS & ISSAS (obsolete - See DJ)	FT
Gabon	GB
Gambia, The	GA
Gaza Strip	GZ
Georgia (formerly part of UR)	GG
Germany, Berlin (obsolete)	BZ
Germany, Democratic Rep (East) (obsolete)	GC
Germany, Federal Rep (West) (obsolete)	GE
Germany	GM
Ghana	GH
Gibraltar	GI

## Country Codes

Gilbert Islands (obsolete see KR)	GS
Glorioso Islands	GO
Greece	GR
Greenland	GL
Grenada	GJ
Guadeloupe	GP
Guam	GQ
Guatemala	GT
Guernsey	GK
Guinea	GV
Guinea-Bissau	PU
(formerly of Portugese Guinea)	
Guyana	GY
Haiti	HA
Heard Island & McDonald Isles	MC
Honduras	HO
Hong Kong	HK
Howland Island	HQ
Hungary	HU
Iceland	IC
India	IN
Indonesia	ID
Iran	IR
Iraq	IZ
Iraq - Saudi Arabia Neutral Zone	IY
Ireland	EI
Isle of Man	IM
Israel	IS
Italy	IT
Ivory Coast	IV
Jamaica	JM
Jan Mayen	JN
Jarvis Island	DQ
Japan	JA
Jersey	JE
Johnston Atoll	JQ
Jordan	JO
Juan De Nova Island	JU
Kazakhstan (formerly part of UR)	KZ
Kenya	KE
Kingman Reef (formerly FQ)	KQ
Kiribati (formerly Canton & Enderbury Islands)	KR
Korea (North)	LN
Korea (South)	KS
Kuwait	KU
Kurgyzstan (formerly part of UR)	KG
Laos	LA
Latvia (formerly part of UR)	LG
Lebanon	LE

## Country Codes

Lesotho	LT
Liberia	LI
Libya	LY
Liechtenstein	LS
Lithuania (formerly part of UR)	LH
Luxembourg	LU
Macau (Macao)	MC
Madagascar	MA
Malawi	MI
Malaysia	MY
Maldives	MV
Mali	ML
Malta	MT
Marshall Islands	RM
Martinique	MB
Mauritania	MR
Mauritius	MP
Mayotte	MF
Mexico	MX
Midway Islands	MQ
Moldova (formerly part of UR)	MD
Monaco	MN
Mongolia	MG
Montserrat	MH
Morocco	MO
Mozambique	MZ
Namibia (was Southwest Africa)	WA
Nauru	NR
Nepal	NP
Netherlands	NL
Netherlands Antilles	NA
New Caledonia	NC
New Zealand	NZ
Nicaragua	NU
Niger	NG
Nigeria	NI
Niue	NE
Norfolk Island	NF
Northern Mariana Islands	CQ
Norway	NO
Oman	MU
Pakistan	PK
Palmyra Atoll	LQ
Panama (formerly PN)	PM
Canal Zone (obsolete see Panama)	PQ
Papua New Guinea	PP
Paracel Islands	PF
Paraguay	PA
Peru	PE
Philippines	RP

## Country Codes

Pitcairn Islands	PC
Poland	PL
Portugal	PO
Portugese Timor (obsolete)	PT
Puerto Rico	RQ
Qatar	QA
Reunion	RE
Romania	RO
Russia (formerly part of UR)	RS
Rwanda	RW
Ryukyu Islands (obsolete - See JA)	YQ
San Marino	SM
Sao Tome & Principe	TP
Saudi Arabia	SA
Senegal	SG
Seychelles	SE
Sierra Leone	SL
Sikkim (obsolete)	SK
Singapore	SN
Solomon Islands (formerly British Solomon Islands)	BP
Samalia	SO
South Africa	SF
Southern Rhodesia (obsolete See Zimbabwe)	RH
Spain	SP
Spanish Territory of Northern Mexico (obsolete)	ME
Spratly Islands	PG
Sri Lanka (formerly Ceylon)	CE
St. Christopher & Nevis	SC
St. Helena	SH
St Lucia	ST
St. Pierre & Miquelon	SB
St. Vincent & The Grenadines	VC
Sudan	SU
Suriname	NS
Svalbard SV	
Swiziland	WZ
Sweden	SW
Switzerland	SZ
Syria	SY
Taiwan (People's Republic of China)	TW
Tajikistan (formerly part of UR)	TI
Tanzania, United Republic of	TZ
Thailand TH	
Togo	TO
Tokelau	TL
Tonga	TN

## Country Codes

Trinidad & Tobago	TD
Tromelin Island	TE
Trust Territory of the Pacific Islands (formerly NQ)	PS
Tunisia	TS
Turkey	TU
Turkmenistan (formerly part of UR)	TX
Turks & Caicos Islands	TK
Tuvalu	TV
Uganda	UG
Ukraine (formerly part of UR)	UP
Union of Soviet Socialist Rep (obsolete)	UR
United Arabs Emirates	TC
United Kingdom	UK
United States	US
U.S. Misc. Pacific Isl (obsolete)	IQ
Uruguay	UY
Uzbekistan (formerly part of UR)	UZ
Vanuatu	NH
Vatican City	VT
Venezuela	VE
Vietnam (formerly VN-212 & VS-213)	VM
Virgin Islands	VQ
Wake Island	WQ
Wallis & Futuna	WF
West Bank	WE
Western Sahara	WI
Western Samoa	WS
Yemen (Aden) (obsolete)	YS
Yemen (Sanaa) (obsolete)	YE
Yeman	YM
Yugoslavia	YO
Zaire	CG
Zambia	ZA
Zimbabwe (formerly Rhododesia)	ZI

## Country Codes